



# STUDENT HANDBOOK

2022-2023



## FOREWORD

The Student Handbook is a compilation of services and other information critical to Meharry Medical College. It is designed to familiarize students with their rights and responsibilities as well as non-academic College policies, procedures and regulations. In addition, this handbook includes useful information on community services that lead to promoting an optimal environment for student development, health and satisfaction.

The provisions of this handbook reflect the general nature of and conditions concerning student services at Meharry Medical College, but do not constitute a contract or otherwise binding agreement. Procedures set forth in this handbook are subject to change at any time and all programs and activities described in this handbook are subject to cancellation or termination by Meharry Medical College without prior notice.

Meharry Medical College is an Equal Opportunity Employer and Affirmative Action (EOE/AA) institution and does not discriminate on the basis of sex, age, race, creed, color, national origin or handicapped conditions in its admissions, employment and education programs or activities, as thereto in Title IX of the Education Amendments of 1972 and the regulations adopted pursuant thereto in Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, not to discriminate in such manner. The requirement not to discriminate in education programs and activities extends to employment therein and admission thereto. Inquiries concerning the application to this College may be referred to the College's General Counsel, Meharry Medical College, 3<sup>rd</sup> Floor, Hulda Lyttle Hall, Nashville, Tennessee 37208, (615) 327-6102.

### ***Disclaimer:***

The information in the Student Handbook is current and accurate as of **August 29th, 2022**. The College reserves the right to change the information described in this handbook without prior notice. Changes will be posted on the College website.

## STATEMENT OF NON-DISCRIMINATION

Meharry Medical College is an EOE/AA employer and does not discriminate on the basis of gender, sexual orientation, race, age, religion, color, national origin, handicap, veteran, immigrant status in its admissions, employment, and educational programs or activities. Inquiries concerning the College's non-discrimination policies may be referred to the Office of the General Counsel, (615) 327-6102.

## DRUGS AND FIREARMS

Possession or use of drugs, explosives or firearms on campus is a violation of state law. Violators will be subject to penalties as prescribed by campus and local law enforcement officials.

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# General Information



## Quick References – Campus Services Contact Information

Department/Office	Services Provided	Telephone (615) area code
<b>Academic Computing</b>	Facilitates and trains faculty, staff and students on the use of existing technologies, research and implements new technologies. <a href="mailto:academiccomputing@mmc.edu">academiccomputing@mmc.edu</a>	327-6265
<b>Academic &amp; Student Affairs</b>	Academic counseling, advising, career counseling, withdrawals, leaves of absence, Dean's excuses	<b>Dental:</b> 327-6076 <b>Graduate:</b> 327-6533 <b>Medical:</b> 327-6413
<b>A. Cherrie Epps, Ph.D. Center for Educational Development and Support (CEDS)</b>  <b>ADA Assistance (Students with Disabilities)</b>	Study skills, test taking skills, academic support, tutorial services and ADA assistance (students with disabilities)	327-6500
<b>Admissions &amp; Recruitment</b>	Provide information on the admissions process and requirements-- <a href="mailto:admissions@mmc.edu">admissions@mmc.edu</a>	327-6998
<b>Campus Housing</b>	Royal Towers, Morena A and B, Dorothy Brown Dormitory	327-5751
<b>Counseling Services</b>	Personal counseling, health related referrals and consultation	327-6915
<b>Department of Campus Safety &amp; Security</b>	Security services and crime prevention, ID and vehicle registration	327-6254
<b>Help Desk Information Technology</b>	Assist students with computer support issues, wireless and account issues and answer technical related inquiries, i.e., purchasing questions, software and computer advice-- <a href="mailto:helpdesk@mmc.edu">helpdesk@mmc.edu</a>	327-6231 (off campus)  Ext. 4357 (HELP) from a campus phone
<b>Library</b>	Copiers, Computer Lab, Electronic Classroom, Library Lounge, electronic academic resources found on the Digital Library ( <a href="https://meharry.ovidds.com">https://meharry.ovidds.com</a> ), the Bloomberg Print Collection of medical review books found on the Ready Reference shelves on the library's first floor (subject and board review books and flash cards), closed-door study rooms, and study rooms for reservation (first-come, first-served—for those who are studying for a high-stakes exam)	327-6318

<b>Mail Services</b>	Provide campus post office boxes for residents of Dorothy Brown Hall and approved student groups, mail services for items already post marked or stamped	327-6278
<b>Ombudsman Office</b>	Provides faculty, employees and students with an outlet for informally raising and addressing work or academic concerns in a confidential, independent and neutral environment	615-579-3300
<b>Registrar's Office</b>	Maintain and update student records, process name changes, transcript requests, enrollment/degree verification-- <a href="mailto:recordsdepartment@mmc.edu">recordsdepartment@mmc.edu</a>	327-6466
<b>Student Financial Aid</b>	Financial Aid awards, Federal loan programs, work study, cost of attendance, financial planning, debt management-- <a href="mailto:finaid@mmc.edu">finaid@mmc.edu</a>	327-6826
<b>Student Financial Services</b>	Manages all federal and campus-based student loan programs, receive and disburse student aid and sponsors Financial Literacy workshops twice a year.	327-6220
<b>Student Health Services</b>	Provide qualified health professionals to support student health need-- <a href="mailto:shs@mmc.edu">shs@mmc.edu</a>	327-5757
<b>Student Life</b>	Advise students as it relates to student activities, manage student organizations, enrollment and waiver process for student insurance, Salt Wagon cards, recreation and intramural sports, partners with other departments to foster student development and plans first year orientation-- <a href="mailto:studentservices@mmc.edu">studentservices@mmc.edu</a>	327-6792
<b>Student Affairs</b>	The division is comprised of Counseling Services, Faculty Affairs & Development, Institutional Effectiveness and Planning, Institutional Research, Library, Student Financial Aid and Student Services (Admissions, Student Life and Registrar's Office)-- <a href="mailto:studentfacultyaffairs@mmc.edu">studentfacultyaffairs@mmc.edu</a>	327-6223

## Quick References – School Specific Contact Information

<b>School of Applied Computational Sciences</b>	<b>Office of the Dean</b> Fortune Mhlanga, Ph.D. Founding Dean, School of Applied Computational Sciences Senior Vice President for Enterprise Data and Analytics Professor, Computer Science and Data Science <b>Office of Strategic Professional Development and Enrollment Management</b> Miacia Porter Director of Enrollment and Academic Support Services
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<p><b>School of Dentistry</b></p>	<p><b>Office of the Dean: (615) 327-6207</b>  Cherae M. Farmer-Dixon, D.D.S., M.S.P.H.  Dean and Professor, School of Dentistry</p> <p><b>Office of Student Affairs: (615) 327-6076</b>  Valencia McShan, DDS, MA  Assistant Dean, Academic and Student Affairs</p>
<p><b>School of Graduate Studies and Research</b></p>	<p><b>Office of the Dean: (615) 327-6533</b>  Merry Lindsey, Ph.D.  Dean, School of Graduate Studies and Research</p> <p>LaMonica Stewart, Ph.D.  Assistant Dean, School of Graduate Studies and Research</p>
<p><b>School of Medicine</b></p>	<p><b>Office of the Dean: (615) 327-6204</b>  Digna Forbes, MD  Interim Dean, School of Medicine</p> <p><b>Office of Student and Academic Affairs: (615) 327-6413</b>  Monique M. Forskin-Bennerman, M.D., F.A.C.P  Senior Associate Dean for Student Academic Affairs and Career Advising</p> <p>Carmen N. Jones, M.Ed.  Director of Student Academic Affairs</p> <p>Mitzy H. Johnson, EdD  Director for Special Programs, Student Academic Affairs</p>



- |    |   |
|----|---|
| 1  | George Hubbard Hospital (Old Hospital)                          |
| 2  | Nashville General Hospital at Meharry                           |
| 3  | The Meharry Clinic (Comprehensive Health Center)                |
| 4  | Lloyd C. Elam Mental Health Center                              |
| 5  | Meharry School of Dentistry                                     |
| 6  | Harold D. West Basic Sciences Center                            |
| 7  | Stanley S. Kresge Learning Resources Center and Meharry Library |
| 8  | Hulda Lyttle Hall   |
| 9  | Office of Information Technology (Computer Center)              |
| 10 | Dorothy Brown Hall (Student Housing)                            |
| 11 | Royal Towers (Student Housing)                                  |

- |     |  |
|-----|--|
| 12A | Meharry Student Housing A  |
| 12B | Meharry Student Housing B  |
| 13  | Cal Turner Family Center   |
| 14  | Henry A. Moses Building  |
| 15  | Power Plant  |
| 16  | A. Cherrie Epps, Ph.D. Center for Educational Development and Support, New Alumni Hall and Salt Wagon Café |
| 17  | Clay E. Simpson, Jr. Building  |
| 18  | Dialysis Center, Inc.  |
| 19  | Receiving Annex  |
| 20  | Safety and Security, Human Resources and Amphitheater  |

#### Parking

Reserved Parking – Lots A, C, D, E, F, G, GG, I, J, L, M, N, P, Q, R and SV  
Reserved Parking Garage K  
Public Parking – Lots F, O and S  
Public Parking Garage B

## About Meharry

Meharry Medical College is the nation's largest private, independent historically black institution dedicated solely to educating health science professionals. The College has a rich and distinguished legacy of providing health professional education opportunities to minority students and individuals from disadvantaged backgrounds, regardless of race or ethnicity. Throughout its history to present-day, Meharry has been highly regarded as a respected advocate for quality, community-based health care and research in the biosciences that benefits poor and medically underserved people. The College has earned national distinction for its innovative community outreach programs and community-based partnerships targeted to the under- and uninsured. What's more, Meharry graduates are known for their dedication to practicing in medically underserved areas and providing care to people who otherwise would not have access to patient services.

## Accreditation

The Executive Vice President (EVP) is the institution's designee for interacting with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on the President's behalf. The EVP serves as the SACSCOC Liaison, communicates updates concerning policies and standards for accreditation to the President and Executive Management Team, coordinates preparation of reports and requests for information from SACSCOC, and provides leadership for preparing documents for the reaffirmation of accreditation.

Meharry Medical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award: Doctor of Dental Surgery, Doctor of Medicine, Doctor of Philosophy, Master of Physician Assistant Sciences, Master of Public Health, Master of Health Sciences, Master of Science in Clinical Investigation, Master of Science in Biomedical Data Science, Master of Science in Data Science. Questions about the accreditation of Meharry Medical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Mission Statement

Meharry Medical College is an academic health science center that exists to improve the health and health care of minority and underserved communities by offering excellent education and training programs in the health sciences. True to its heritage, Meharry places special emphasis on providing opportunities for people of color,

individuals from disadvantaged backgrounds and others regardless of race or ethnicity; delivering high quality health services; and conducting research that fosters the elimination of health disparities.

## Vision Statement

The leadership at Meharry Medical College is committed to enhancing our national reputation and expanding our global reach as a quality-driven academic health center noted for its:

- Leadership in diversifying the nation's health professions workforce;
- Highly effective and innovative educational and training programs;
- Enlightened health policy development and culturally sensitive evidence-based health services; and
- Preeminence in focused research that leads to the elimination of health disparities.

## College Motto

"Worship of God Through Service to Mankind"

## About Nashville

Meharry Medical College is nestled in the heart of Nashville, a thriving city in middle Tennessee with a population of more than 600,000. The cost-of-living in Nashville consistently ranks among the lowest in comparable cities across the nation, ranking more efficient than Atlanta, Austin, Tampa and Richmond. All components (groceries, housing, utilities, etc.) of cost-of-living are typically below the national average. The climate in Nashville is typically mild and pleasant with only a few days of the year having either very hot or very cold conditions.

In addition to a low cost-of-living, *Businessweek* in collaboration with *Bloomberg Rankings*, evaluated data on 100 of the country's largest cities and ranked Nashville as 13<sup>th</sup> in "America's 50 Best Cities." The data included information on leisure attributes (the number of restaurants, bars, libraries, museums, professional sports teams and park acres by population), education attributes (public school performance the number of colleges and rate of graduate-degree holders), economic factors (income and unemployment), crime and air quality.

For more statistics and demographics on Nashville, visit the Nashville Chamber of Commerce website by clicking [here](#).

## Nashville Attractions & Recreation

Nashville's nickname is Music City and while it's synonymous with country music,

there is also a vibrant scene for all genres. If you are interested in learning more about multi-cultural events and attractions in Music City, visit the Nashville Convention and Visitors Bureau [here](#). To view the Top 10 Nashville Attractions, click [here](#). Tennessee Performing Arts Center (TPAC) is a private, non-profit corporation dedicated to providing and supporting the presentation of the performing arts to the citizens of Tennessee. To see a list of upcoming shows and to purchase tickets, click [here](#). Use promo code “Meharry” to purchase discounted tickets.

[Dave and Buster’s](#), 540 Opry Mills Drive, Nashville, TN 37214 Ph: (615) 970-3800

[Laser Quest](#), 166 2<sup>nd</sup> Avenue North, Nashville, TN 37201 Ph: (615) 256-2560

[Grand Old Golf, Games & Go Karts](#) 2444 Music Valley Drive, Nashville, TN 37214 (615) 871-4701

## Board of Trustees

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## Executive Leadership Council

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**Digna Forbes, M.D**, Interim Dean, School of Medicine

**Merry L. Lindsey, Ph.D.**, Dean, School of Graduate Studies & Research

**Fortune Mhlanga, Ph.D.** Founding Dean, School of Applied Computational Sciences

**Duane T. Smoot, M.D., F.A.C.P., F.A.C.G., A.G.A.F.**, Interim Senior Vice President, Health Affairs

**Ivanetta Davis Samuels, J.D.,** Sr. Vice President, General Counsel and Corporate Secretary

**Anil Shanker, Ph.D.,** Interim Vice President for Research and Innovation

**Sandra A. Williams, MPS,** Chief of Staff/Director, Title III Administration

## Dining Options in Nashville

Nissan Taste of Music City Annual Summer Event—click [here](#) for more information.

[Nashville Originals](#) – local restaurateurs dedicated to sustaining the independent restaurant as a fixture of Nashville’s culture and community. Visit the Nashville Originals website for a list of many of the restaurants you can only find in Nashville.

[The Southern V](#) 1200 Buchanan Street, Nashville, TN 37208

[Seafood Sensation](#), 2719 Jefferson Street, Nashville, TN 37208  
(615) 678-5606

[Helen’s Hot Chicken](#), 1801 Jefferson Street #101, Nashville, TN 37208  
(615) 964-7331

[Slim and Husky’s](#) Pizza Beeria 911 Buchanan Street, Nashville, TN 37208  
(615) 647-7017

[Riddim n Spice](#), 2116 Meharry Blvd., Nashville, TN 37208  
(615) 953-7121

[Swett’s Restaurant](#), 2125 Clifton Avenue, Nashville, TN 37209  
(615) 329-4418

[Shugga High Bakery and Cafe](#), 1000 Dickerson Pike, Nashville, TN 37207  
(615) 928-6576

[Panera Bread](#) – there are many locations in Nashville. Click the link for a list of locations.

[Chipotle Mexican Grill](#) - there are many locations in Nashville. Click the link for a list of locations.

[Chili’s](#), 2322 West End Avenue, Nashville, TN 37203  
(615) 327-1588

[P.F. Chang’s](#), 2325 West End Avenue, Suite #2535, Nashville, TN 37203  
(615) 329-8901

[Five Guys Burger and Fries](#), 2020 West End Avenue, Nashville, TN 37203  
(615) 320-3678

[J. Alexander’s](#), 2609 West End Avenue, Nashville, TN 37203  
(615) 340-9901

[Ruth’s Chris Steak House](#), 2100 West End Avenue, Nashville, TN 37203  
(615) 320-0163

[Fleming’s Prime Steakhouse & Wine Bar](#), 2525 West End Avenue, Nashville, TN 37203  
(615) 342-0131

[Maggiano’s Little Italy](#), 3106 West End Avenue, Nashville, TN 37203  
(615) 514-0270

[Outback Steakhouse](#), 3212 West End Avenue, Nashville, TN 37203  
(615) 385-3440

[Bricktop’s](#), 3000 West End Avenue, Nashville, TN 37203  
(615) 298-1000

[Stoney River Legendary Steaks](#), 3015 West End Avenue, Nashville, TN 37203  
(615) 340-9550

[Cupcake Collection](#) 1213 6<sup>th</sup> Avenue North, Nashville, TN  
615-244-2900

For a list of more restaurants in the Nashville Downtown area, load the UrbanSpoon app to your phone or tablet or visit the website [here](#).

# Campus Services for Students





## Open Access Study Space and Computer Labs

Study space is found in the following locations and is available for all students of Meharry Medical College. Guidelines set forth below are based on common courtesy and to the extent possible, will be enforced through the citizenship of all students.

Therefore, please observe the following Rules of Conduct:

1. Student space is available on a first-come basis and is limited to one table or one carrel per student. You are welcome to use the study space as long as you like, but the space is only yours while you are physically present.
2. If you leave the study area to attend classes, eat lunch or pursue other activities, please remove all your study materials and personal effects so that the area can be used by others.
3. The College assumes no responsibility for safeguarding materials that are left unattended; students assume all liability for the potential loss of or damage to, unattended books/notes and personal items.
4. The arrangement of tables and carrels was designed to optimize study space. Do not disassemble, move or otherwise rearrange furniture in the study area.
5. Do not deface/damage the furniture or the walls of the study areas.
6. Except where provided by and placed by the College, electrical appliances (toasters, heaters, fans, coffee pots, etc.) are not allowed in the study areas.
7. Refrigerators are provided in student lounges across campus. Students are responsible through their class organizations to clean and maintain the refrigerators and microwaves (Library Lounge).
8. Students should dispose of trash in proper waste receptacles.
9. Students using these study areas are expected to show courtesy and respect to other students and to college employees.

**Meharry Medical College Library & Archives** occupies three floors of the Stanley S. Kresge Learning Resource Center (LRC) building  
437 total seats (LRC 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors)  
Library Lounge (LRC 3<sup>rd</sup> floor)--microwave and refrigerators, bistro tables, whiteboard tables for group study, and rolling whiteboards (request whiteboard markers at the Circulation Desk on the first floor)  
27 small group study rooms (available on a first-come basis)  
Computer Lab (LRC 2<sup>nd</sup> floor—main library level)--16 computers, wall-sized whiteboard, state-of-the-art sound system with two display screens in the teaching

area, along with the Sectra Anatomy/Dissection & Imaging Table and its Education Portal, and computer for use with Virtual Human (VH) software and Virtual Reality (VR) headset and handsets

Individual and group study rooms (some glassed-in, LRC 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors)

Individual locked rooms for high-stakes testing study and board study (must be reserved--contact Vanessa Smith at [ysmith@mmc.edu](mailto:ysmith@mmc.edu) to be put on a waiting list; Ms. Smith will alert you by email when a room becomes available)

### Harold D. West Basic Sciences Building

There are a number of study areas in the Harold D. West Basic Sciences Building. The study rooms/spaces and lounges are available on a first come basis.

1st floor student lounge - 2 refrigerators, 4 microwaves

Computer labs are located on the mezzanine level

M-102 (located behind the sophomore lecture hall) 30 computers – 24/7

Study Room C (located over the bookstore) 15 computers – 24/7

M-208 (located on the south side of the mezzanine) 32 computers – access by request

Annex Area (located adjacent to M-208) 35 computers – access by request

### School of Dentistry

Study lounge, 5<sup>th</sup> floor - 2 refrigerators, 2 microwaves.

### A. Cherrie Epps, Ph.D. Center for Educational Development and Support (CEDS)

In CEDS there are 15 study areas available.

Upstairs (2<sup>nd</sup> floor):

5 group study rooms (1 with a projector)

1 individual study room with a computer

1 classroom with a projector that seats 30 people

1 food vending machine, 1 drink vending machine

Downstairs (1st floor):

6 individual study rooms

2 group study rooms (1 with 2 computers for student use)

Computer lab with 18 computers (accessed by student ID)

### Metro Nashville General Hospital

Lounges/café areas available to students are listed below:

2nd floor outpatient center - 1 microwave

Cafeteria - 2 microwaves

4th floor Ob/Gyn Suite (Old Hospital) - 1 refrigerator, 1 microwave

Internal Medicine Suite - 1 microwave

Family Medicine Call Room - 1 refrigerator, 1 microwave

### **Cal Turner Family Center**

Study space and meeting locations are available for students in the Cal Turner Family Center from 7am to 11pm. Rooms 202, 204, 211, 317, 318, and 319 are on a first come, first served basis.

## **Student Lockers**

### **Meharry Medical College Library & Archives**

Rows of lockers for students (LRC 3<sup>rd</sup> and 4<sup>th</sup> floors), first-come basis; lockers are for daily use only, for use while students are studying in the library

### **School of Dentistry**

All students are assigned lockers. Upperclassmen who spend more time in clinics are assigned more than one locker. For more information on lockers for the School of Dentistry, please contact the Office of Student Affairs, Diversity & Inclusion at (615) 327-6076

### **School of Medicine**

First and second year medical students have access to lockers in the West Basic Sciences Building. Students can request a locker in the School of Medicine Office of Student and Academic Affairs in the West Basic Sciences building. The lockers are found in the lab classrooms on the 2nd and 3rd floors

Third and fourth-year medical students who are on clinical rotations have access to lockers in the hospital. Internal Medicine and Ob/Gyn have specific lockers that are assigned to students by the clerkship directors

### **School of Graduate Studies & Research**

Lockers are not available for students in the School of Graduate Studies and Research at this time

## **Food Services**

Aramark Food Services located in the Cal Turner Family Center's cafeteria Hours of Operation Monday – Thursday 7:00 am – 6:00 pm, Friday 7:00 am – 2:00 pm

Nashville General Hospital's cafeteria is open to Meharry faculty, students and staff. Located on the lower level of the hospital, the cafeteria serves breakfast, lunch and dinner daily. The menu is a la carte, with a variety of individually priced choices. A healthy, nutritious and well-balanced menu is offered at each meal. Meals are on a pay-as-you-go system; there is no meal card or credit plan.

Breakfast is served from 7:00 a.m. to 9:00 a.m.

Lunch is served from 11:00 a.m. to 1:30 p.m.

## **Division of Student Affairs**

A. Dexter Samuels, Ph.D., MHA

Senior Vice President for Student Affairs &

Executive Director, Center for Health Policy

Student Services Main Line: (615) 327-6223 [studentservices@mmc.edu](mailto:studentservices@mmc.edu)

Hours of operation: Monday - Friday, 8 a.m. - 5 p.m.

Meharry Medical College has offices which deal specifically with the individual student. Personnel are available to assist students with procedures, personal or educational matters and other concerns.

Student Services is concerned with the provision of non-academic support needs of students. The department includes the Office of Admissions & Recruitment, the Office of the Registrar and the Office of Student Life. Its objectives are to:

- Provide assistance in routine procedures of student life such as admission, recruitment, records, registration, health insurance, maintaining physical fitness and other areas to help students adjust to the professional school environment
- Conduct an orientation program that helps students adjust to the professional school environment as they pursue their respective careers in the health sciences
- Promote student participation in student and institutional governance
- Nurture a sense of well-being among students by providing activities which promote good health habits and positive attitudes

### **New Student General Orientation**

New Student Orientation is coordinated by the Division of Student Affairs and is a mandatory program required of all incoming first year students. During new student orientation, students receive pertinent information that will help them to succeed at



Meharry Medical College. This general orientation is the mechanism used to introduce new students to the College. Topics include the review of the student code of conduct; risk management; marketing and communications; campus safety; student health insurance; and chaplain services.

\* All four schools have their respective orientation program beginning the day after general orientation concludes.

## Office of Admissions and Recruitment

April Curry-Roberts, Ph.D., Ed.M.

Director of Admissions & Recruitment

(615) 327-6998 [admissions@mmc.edu](mailto:admissions@mmc.edu)

<http://www.mmc.edu/prospectivestudents/admissions/index.html>

For prospective students, the first point of contact is the Office of Admissions and Recruitment. The Office of Admissions and Recruitment provides information about the admissions process and coordinates recruitment activities for the Schools of Dentistry, Medicine and Graduate Studies and Research. The Director of Admissions and Recruitment serves as an ex-officio member of the Admissions Committee for each school.

The Admissions Committee of the respective school selects students for admissions to Meharry Medical College. Each applicant must meet the specific requirements of the school or division to which admission is sought. The committee of each school has the responsibility of selecting students for their profession. The Office of Admissions and Recruitment assists these committees in the collection, analysis and distribution of materials.

## Office of the Registrar

Barbara Tharpe, Ed.D.

Interim Registrar

[recordsdepartment@mmc.edu](mailto:recordsdepartment@mmc.edu)

<http://www.mmc.edu/prospectivestudents/registrar/index.html>

The Registrar's Office is the office responsible for student registration and the official keeper of records. A student cannot register until he/she has received official notification of admission to the College. Each student is required to complete a trial schedule with the Student Academic Office in his/her respective school. The trial

schedule is forwarded to the Registrar's Office and entered into the Banner system as the student's official registration record. Once the trial schedule is entered, fees are assessed, and the academic registration process is complete. Payment of tuition and fees is handled by Student Financial Services **(615) 327-6220**.

This Office also handles cross registration. Meharry Medical College partners with Fisk University, Tennessee State University, Middle Tennessee State University and Vanderbilt University in cooperative programs among the five participating institutions. *Students who desire to cross-register (take courses at a participating school) must determine if the courses are available and obtain the permission of the respective dean and advisor to enroll in such course(s). He/she must then bring a signed statement of permission (schedule) to the Registrar's Office to complete the registration process.*

### Address Change

A student, who after registration has a change of mailing address or legal name, should record the change in Banner Student Self-Service as soon as possible. The address logged in the system is considered the official one. Any communication from the College bearing the name and address on file is considered to be properly delivered.

### Name Change

Name change requests must be in writing and include your student ID or social security number, your name **PRIOR** to the change as well as your new name, date of birth, marital status (unmarried, married, widowed, separated), your signature and a copy of one of the following court-generated documents:

- Birth certificate
- marriage certificate
- court order / divorce decree
- Passport or Visa *(Required for international students. Must be original, not a copy.)*

The College reserves the right to request more than one form of documentation for verification purposes.

### Enrollment/Attendance

No student is allowed to attend a class for which he or she is not officially registered by the Registrar's Office. No credit is given for coursework taken before official registration. Unexcused absences in excess of 20 percent of the scheduled classes may result in a failure in the course. A dean's excuse may be granted for personal illness, death of a close relative, financial exigencies, etc. If a dean's excuse is granted, the student will not be penalized for work missed during his or her absence from class,

although departments may require make-up for the work missed. Requests for a dean's excuses are made in the individual schools and appropriate documentation is required at that time.

### **Veteran Student Services**

Students receiving veteran's educational benefits must maintain satisfactory academic progress (SAP) as defined by their specific school. Students who fail to maintain SAP are ineligible for veteran's educational benefits. Students who are eligible to receive veteran's educational benefits must be certified by the VA School Certifying Official in the Office of the Registrar.

To establish eligibility for Veteran Affairs Educational benefits, students must apply for VA Education Benefits to the Department of Veteran Affairs. There are two ways that students can apply for benefits. Students can apply online through VONAPP or mail a paper application to the Department of Veterans Affairs.

The VA School Certifying Official within the Office of the Registrar will assist students with this process. The contact information is [recordsdepartment@mmc.edu](mailto:recordsdepartment@mmc.edu) or 615-327-6466.

## **Privacy and Access to Academic Records (FERPA)**

Meharry Medical College is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

The right to inspect and review their education records within 30 days of the day the College receives a request for access: students should submit written requests to the Office of the Registrar and identify the record(s) they wish to inspect. The College Registrar will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the College Registrar does not maintain the record(s), the student will be directed to the College official to whom the request should be addressed.

The right to request amendment of any part of an education record that they believe is inaccurate or misleading: students who wish to request an amendment to their educational record should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or

misleading. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education record(s) to third parties, except in situations in which FERPA allows disclosure without the student's consent: One such situation is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including College law enforcement personnel and health staff); a person or company with whom the College has contracted; a member of the Board of Trustees; or a student serving on an official College committee or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The Buckley Amendment provides the College the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided on the next page.

Meharry Medical College has designated the following as directory information:

- |                           |  |
|---------------------------|--|
| ◆ Student Name            | ◆ Dates of attendance  |
| ◆ Address                 | ◆ Classification   |
| ◆ Email Address           | ◆ Enrollment status (part or full-time)                        |
| ◆ Telephone Number        | ◆ Degrees and awards received                                  |
| ◆ Date and place of birth | ◆ Participation in officially recognized activities and sports |
| ◆ Major field of study    |  |

Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the College Registrar in writing ([recordsdepartment@mmc.edu](mailto:recordsdepartment@mmc.edu)). No element of directory information as defined above is released to students who request non-disclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled or until the student files a written request with the College Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student cease to be enrolled, a written request for

continuance must be filed with the Office of the Registrar during the student's last term of attendance.

If a student believes the College has failed to comply with the Buckley Amendment, he or she may file a written complaint with the Senior Vice President of Student Services and Faculty Affairs and Development. Questions about the application of the provision of the Family Educational Rights and Privacy Act should be directed to the College Registrar or to the Office of the General Counsel.

## Meharry Student Directory Listings

Students are listed in the online directory that is published in the Blackboard Learning System. Students who want their listing included in the online directory have the authority to update their personal information (including name, address, e-mail, phone, cell phone, etc.) and select how much of this information is made available to the College. This directory is produced by Academic Computing.

## Confidentiality of Student Records

It is the policy of Meharry Medical College to protect the confidentiality of personally identifiable educational records of students and former students as regulated by the Family Educational Rights and Privacy Act (FERPA).

## Office of Student Life

Christopher J. Garner, Ed.D.,

Director of Student Life

(615) 963-3177 [studentservices@mmc.edu](mailto:studentservices@mmc.edu)

<https://home.mmc.edu/student-affairs/student-life/>

The Office of Student Life is committed to developing and maintaining a diverse and supportive environment that fosters and provides co-curricular growth opportunities for students. The responsibilities of this office include:

- Student government (Pre-Alumni Association)
- Student organizations and activities
- Student leadership development
- Recreation, fitness and wellness
- Intramural sports
- Student Publications (*The Meharrarian*, Yearbook and *The Pulse*, Newsletter)
- Scheduling of composite pictures

- Verification of health insurance coverage and managing the enrollment/waiver process of student health insurance
- Maintaining the Office of Student Life and student organization websites
- Recording and monitoring student concerns, suggestions and compliments
- Updating the College Student Handbook

## Activities & Recreation

The academic year at Meharry usually begins with a get acquainted picnic on campus and often ends with a cookout and block party in the outdoor amphitheater.

The Family and Friends Weekend is an annual event planned by the Pre-Alumni Association that allows students and their loved ones to gather for two - three days of fun and fellowship. The weekend includes a Greek Showcase and the Pre-Alumni Association Gala, which is the annual formal social event where student leadership election results are announced, including Miss Meharry and her court. Also, awards and scholarships are presented to various student organizations, students, faculty and staff during the Gala.

Recreation, an important key to help manage the stress of professional school, is also a part of Meharry student life. Intramural sports, which include co-ed softball and co-ed basketball among other recreational activities such as Zumba, Capoeira, Bootcamp, soccer tournaments help keep life interesting and balanced for Meharry students.

Recreation facilities are located in the Ross Fitness Center within the Lloyd Elam Mental Health Center. The fitness center provides a gymnasium that accommodates a large majority of student activities. In addition, it includes an aerobics room; a weight room with machine weights, free weights, tread mills and televisions; and a racket ball court. We use other community facilities to support recreational programs, such as softball.

## Student Governance

The Pre-Alumni Association is the student government body at Meharry. This organization provides student leadership and offers an official communication mechanism for student's ideas and opinions concerning the college. The Pre-Alumni Association sponsors many student activities and community service projects on and off campus. (See appendix for the Pre-Alumni Association Constitution and Bylaws).

## Student Organizations

Organizations are plentiful at Meharry. Students can choose from more than 40 approved student organizations and interest groups. There are many professional

groups such as the Student National Dental Association, American Student Dental Association, Graduate Student Association, Student National Medical Association and American Medical Student Association.

Students interested in forming a new campus organization should contact the Office of Student Life. Each year, student organizations must formally register to be considered an official organization on campus through the Office of Student Life. The new event management system used by the student organizations is Campus Groups. For information on officers, student events and meetings, visit Campus Groups online at <http://mmc.campusgroups.com> or contact the Office of Student Life via phone or email: [studentservices@mmc.edu](mailto:studentservices@mmc.edu), (615) 327-6792.

There are academic requirements that student leaders must adhere to. Those requirements along with requirements for student organizations and important dates can be found on the Meharry intranet [here](#). (You must log in to the intranet using your Meharry username and password.)

#### **Honor Societies and Greek Organizations**

Alpha Omega Alpha (medicine) and Omicron Kappa Upsilon (dental) Honor Societies are active on campus. The Greek representation includes Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma. Other Greek organizations are represented and participate in Pre-Alumni's annual Greek showcase; however, they do not have official chapters on the Meharry Medical College campus.

#### **Use of Facilities**

All registered students and recognized student organizations are eligible to request the use of campus facilities. A meeting/event request form must be completed online in Campus Groups through the Office of Student Life at least two to six weeks prior to the planned meeting or activity. After the appropriate officials of the college have approved the request, you will be notified. Cal Turner Family Center for Student and Hulda Lyttle Parlor & Meeting Space, reservations require an additional form to be completed. **All events in the Henry A. Moses, Ph.D. Alumni Hall is temporarily unavailable.**

A security fee (\$24/hour for a minimum of 4 hours depending on the expected number of attendees) is usually charged to the student organization for activities held after normal working hours. Examples of these events are events that money will be collected, events with non-Meharrians, events with alcohol, all events in the Ross Fitness Center and Hulda Lyttle Parlor and cookouts.

Special events require an additional form to be sent by Risk Management to the College's insurance company for review. In the rare case that the College's insurance policy does not cover your student organization activity, you will be required to purchase an insurance rider; **that cost will be passed on to the student organization.**

#### **Student Life Committee**

To increase student satisfaction with their experiences at Meharry Medical College, the administration organized a Student Life Committee. Its purpose is to promote academic, social and college-sponsored activities that encourage outstanding quality-of-life experiences, from initial enrollment through graduation. The committee is a forum and structured process for receiving student input on ways to strengthen the college.

Improving relationships between students and the Meharry administration, faculty and staff is the principal goal of the process. The Student Life Committee aims to position itself as the catalytic agent for stimulating open debate and dialogue among the campus constituencies. The Student Life Committee brings together a range of expertise from across the campus to bear on a reasonably limited set of issues before action is taken.

Led by the president of the Pre-Alumni Association, the Student Life Committee is composed of the Pre-Alumni Council (all officers of the Pre-Alumni Association and the Presidents of all registered student organizations - which includes class presidents) and 10 representatives from key areas of the administration. The committee reports to the Student Affairs Committee of the Board of Trustees. Its work is supported by the Senior Vice President for Student Services and Faculty Affairs and the Director of Student Life.

Student concerns can be submitted in writing to the Office of Student Life via email at ([studentservices@mmc.edu](mailto:studentservices@mmc.edu)) or the Pre-Alumni Association President who will in turn present them to the committee. Students may also submit concerns, suggestions and/or compliments online:

<http://intranet.mmc.edu/student-services/studentinputform.html>.

The committee meets monthly from September through May. All students are welcome to attend.

#### **Student Publications**

Students can participate in the production of *The Meharrian*, the student yearbook. This publication is developed by students with the advisement and technical assistance of the Office of Student Life staff.

Students also can hone in on their writing skills by contributing to [The Pulse](#), a publication written by students of Meharry Medical College intended solely as an informative source for students, faculty, staff and alumni.

### Solicitation of Funds by Students/Student Organizations

As it pertains to students and student organizations, *solicitation* is defined as the seeking of funds or support by a registered student organization from sources other than its members including the procurement of supplies and other forms of support and the selling and distribution of items, materials or products and services.

Registered student organizations and students may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. In interpreting the aims or purposes of the registered student organization, the statement in its constitution will be followed.

Requests for approval of any form of solicitation must be made through the online student event management system, Campus Groups, no later than six weeks preceding the proposed date of the activity. The request should include, when applicable, a copy of the solicitation letter to be used. (The document can be uploaded with the online request.)

Students who plan to solicit off-campus or would like to request assistance from Institutional Advancement, should use the Solicitation Request Form. This form can be requested from the Office of Student Life. **Please view the Appendix for the College's Policy on Approval of Fundraising Activities.**

### Tax-Exempt Status

Registered Student Organizations (RSOs) are not allowed to use Meharry's Tax-exempt status. Only university departments and offices may use Meharry's tax ID number.

## Student Leaders Eligibility for Extracurricular Involvement Policy & Procedure

**Purpose:** Establish policy and procedure for academic requirements for student leaders to participate in extracurricular activities.

### Policy Statement

The Office of Student Life shall enlist the assistance of the Office of the Registrar and the Student and Academic Affairs Deans to assist with getting the information needed to follow through with this policy.

### Definitions

Each school defines "good academic standing" differently. Please refer to the current Academic Catalog for the relevant definition.

### Procedure

1. **Student Leadership Stipulations** - A student cannot serve as an officer in more than two (2) student organizations per academic year. First year students are not permitted to serve in an extracurricular leadership position with the exception of their class executive board for the first semester they are enrolled. *Each class elects' officers; however, the first-year classes will be limited to general body meetings and community service (no social events or fundraising events).*
2. **Student Leaders Academic Requirements** - In order to serve as an officer of a registered student organization or travel as a student leader on behalf of a student organization of Meharry Medical College, a student must be officially enrolled, not be involved in academic or non-academic disciplinary sanction(s) and be considered in good academic standing (see below for additional GPA requirements). **Individual schools may impose additional academic specific program restrictions or conditions on students who are on academic probation.**
  - a. Students in the School of Graduate Studies & Research must have and maintain a **3.5 GPA or above** in addition to the requirements listed above to serve as a student leader.
  - b. Students in the School of Medicine and School of Dentistry must have and maintain a **3.0 GPA or above** in addition to the requirements listed above to serve as a student leader.
3. **Student Academic Status Requests**
  - a. **Formal Elections/Year End** - During the formal election process which occurs in March or April each year for student fee funded student organizations<sup>1</sup>, students requesting to run for an office must receive academic clearance from the Student and Academic Affairs Dean of the School in which they are enrolled. The Office of Student Life will send the list of students to the appropriate office and request a signed academic clearance form indicating the student's status and eligibility to hold an office. Students will be notified of their clearance status by the Office of Student Life.
  - b. **Student Organization Registration/First of the Year** - Student organizations are required to register annually with the Office of Student Life from May to August; the registration form includes the

<sup>1</sup> Fee funded student organizations that participate in the formal election process: Pre-Alumni Association, Ewell Neil Dental Society, American Medical Association-Medical Student Section, American Medical Student Association,

Student National Medical Association, Student National Dental Association, American Student Dental Association, Division of Public Health Practice Student Association and Graduate Student Association.



names of the student leaders for the organization. A GPA report will be requested from the Office of the Registrar once all student leader names are submitted.

- c. **End of the Semester** - The Director of Student Life will request a GPA report at the end of each semester from the Office of the Registrar. The Director of Student Life also receives email alerts of student dismissals and students approved or returning from Leave of Absence (for student insurance purposes). Dismissed students access to Campus Groups (or current student organization and event management system) will be terminated immediately; students going on Leave of Absence will be removed as officers in student organizations, if applicable.
4. **Restrictions** - If a student officer who previously met the requirements outlined above fails to meet the requirements, he/she will be required to minimize the number of hours dedicated to extracurricular activities and utilize additional academic support services as outlined by the Student and Academic Affairs Dean of his/her respective school. Stipulations of the restriction are:
  - a. **Officer Status** If a student fails to meet the academic requirements outlined on page 1 of this policy after the Fall semester, the student will have the Spring semester to improve his/her GPA. During that time the student will be instructed to receive academic support services from the A. Cherrie Epps, Ph.D. Center for Educational Development and Support. If after the semester, the student has not reached the GPA requirement, he/she will be removed as an officer in all student organizations within Campus Groups (current student organization and event management system). The student will still have access to Campus Groups, but they will no longer be an officer, which terminates their right to create events and email the student body regarding events.
  - b. **Resignation from Leadership Position(s)**: The student will not be allowed to run for an officer for a student organization for the next academic year. *The student may still attend meetings or events, but he/she will not be allowed to serve as a student leader.*
  - c. **Official Student Organization Travel**: All travel on behalf of the College as a representative of a student organization or on behalf of a department will be determined by the Student and Academic Affairs Dean within the respective School.
  - d. **Restriction Period**: The term of restriction will be at least one (1) full academic year so that the student can focus on his/her academics.
5. **Notification** - The Director of Student Life will send a list of student leaders which will include their GPA to the Student and Academic Affairs Deans of each School at the beginning of the academic year and the end of each semester for review (the Deans will indicate which students are not in good academic standing that are not GPA related (board review, etc.). The Office of Student Life will notify students of their extracurricular activity restriction by email and copy the Student

and Academic Affairs Deans and the Associate Vice President of Student Services & Academic Support.

6. **Reinstatement as a student leader** - Once a student has been restricted from extracurricular activity, he/she must receive clearance from his/her School's Student and Academic Affairs Dean. The [Student Leaders Academic Clearance Form](#) found on the Meharry Medical College Intranet website under Forms & Documents, Student tab, must be signed and returned to the Office of Student Life at the end of the restricted term. At that time, the student will be allowed to campaign/run for a student leadership position. Once a student has been restricted from extracurricular involvement and is reinstated, he/she can serve as an officer of only one (1) student organization.

**Confidentiality Clause:** Confidentiality is paramount at Meharry Medical College. All employees, agents or sub-agents of Meharry Medical College having access to academic information will receive such information on a need-to-know basis only. Any breach of confidentiality will be handled per the college's Disciplinary Policy.

## Policy for Managing Informal and Formal Student Complaints

**Purpose:** In keeping with the Meharry Medical College mission, the college seeks to maintain a safe and amicable environment for students, faculty, and staff. The College understands that occasionally students will face a challenge or concern that requires assistance or intervention. To promote appropriate communication between students and departments on campus with whom they interact, this policy provides the venues where students can share feedback, and outlines procedures that are established to manage informal and formal concerns and complaints presented by students.

### Definitions

**Student** – This policy specifically addresses concerns and complaints lodged by students who are formally enrolled or on an approved leave of absence from the academic programs offered by the Schools of Medicine, Dentistry, and Graduate Studies and Research.

**Informal Complaint** – Concerns or complaints are presented verbally during open forums (i.e., Student Life Committee meetings, President's Town Hall meetings, school wide general assemblies, and student officer meetings with the Deans) or conversations with chief residents, attending physicians, course coordinators, other faculty, or staff members are considered as informal concerns/complaints. Students are encouraged to resolve informal concerns/complaints with the participation of all affected parties before filing a formal complaint.

**Formal Compliant** – Concerns or complaints are presented in writing to the designated administrative office/administrator in each school or the Division of Student Affairs are considered formal complaints. The written complaint must be signed and provide contact information for the signatory (e.g., phone number, address, email address). A formal, written complaint should be submitted by students to the designated administrative office when the situation is not resolved through informal mechanisms.

**Procedure:** Students have several avenues for presenting and seeking resolution to their informal and formal complaints. The designated administrative areas for handling the following concerns and complaints include

**General Concerns, Non-Academic Complaints, and Suggestions** may be reported to:

- Division of Student Affairs Office of Student Life

**Academic Complaints may be reported to:**

- School of Dentistry: Offices of Student, Academic, and Clinical Affairs
- School of Graduate Studies and Research: Office of the Dean
- School of Medicine: Offices of Student and Academic Affairs
- School of Applied Computational Sciences: Office of the Dean

Each School has established specific procedures for handling informal and formal complaints from students. Students and other members of the campus community may access descriptions of the procedures for resolving concerns and complaints through the following publications:

<u>Publications</u>	<u>Student and Academic Affairs Contact Number</u>
School of Applied Computational Sciences	TBD
School of Medicine Student Policies	615-327-6413
School of Dentistry Student Policies	615-327-6076
School of Graduate Studies and Research	615-327-6533
Student Policies	
Division of Student Affairs Student Handbook	615-327-6792

#### **Non-Retaliation Clause**

Retaliation against complainants who make good faith reports regarding violations of college policies is prohibited and may result in disciplinary actions and/or sanctions.

#### **Informal Resolutions**

The Office of Student Life will pursue resolution of concerns and informal complaints wherever practicable. Offers by respective parties to reach informal resolution, via a campus mediator, will be accepted by the Office of Student Life

and will be extended to the other party. To the extent appropriate, the Office of Student Life will assist with the resolution of concerns and informal complaints.

#### **Formal Resolution**

The process to resolve students' formal complaints begins when the written complaint is received by the designated office. The steps to resolve the issue include the following:

- A record of the complaint will be created, logged, and maintained by the designated office/administrator
- The administrative staff will perform due diligence to investigate the complaint. A record of conversations, actions, and documents will be kept and updated to include dates and actions taken to resolve the complaint.
- A proposal to resolve the issue will be forwarded to the complainant and discussed as needed.
- A notice of the formal resolution will be presented to the complainant by the designated administrator.
- A copy of all documents will be retained in the designated office.

#### **Appeals of Non-Academic and Academic Decisions**

Any appeal that falls under the Student Professional Code of Conduct policy, will be reviewed by the College's Student Professional Code of Conduct Committee for a final recommendation of the Office of the President or his/her designee.

## **Grading Policies**

#### **School of Applied Computational Sciences**

Grades for all courses taken for graduate credit are A, B+, B, C+, C, F, S, U, IP, and I. Grade point averages (GPA) are calculated on the basis of A=4, B+=3.5, B=3, C+=2.5, C=2, F= 0. S and U grades are not computed into students' GPA and are not converted to A, B+, B, C+, C, or F grades when students complete the requirements for degrees. All final grades shall remain on the student's permanent transcript. Students receiving a D grade in an off-campus course because of cross-registration will receive a grade of F.

The grade of "I" (Incomplete) indicates that the student has satisfactorily completed at least three-fourths of a course and may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. A student cannot receive an "I" if he/she is failing a course. A student receiving an "I" must complete the requirements for the course to remove the "I" by the end of the next semester the course is offered. If the requirements are not completed within the

specified time, no credit will be given, and the Office of Admissions and Records will automatically record the final grade as "F".

The symbols "WV" and "WA" indicate that the student "Withdrew Voluntarily" or was "Withdrawn Administratively by the Dean." The symbols "WP" and "WF" indicate that the student "Withdrew Passing" or "Withdrew Failing," respectively. These symbols are used only when the student has withdrawn after at least six weeks of attendance in a course during the fall or spring semester or after two weeks during the summer. Whether 'WP' or 'WF', if the student returns to a particular course, he or she must take it over in its' entirety.

The "IP" (In Progress) is awarded for certain courses that are continuous over more than one semester and, as such, are not finally evaluated until the conclusion of the sequence. Final grades are given in such courses only at the end of the final semester of the course sequence. A record of academic progression, however, shall be reported in the Office of Admission and Records at the end of any given semester using the

designation In-Progress (IP). Quality points will be calculated using the total hours of the course.

Vanderbilt students and students from other graduate programs will receive a letter grade for the course per the requirement of their individual programs. All students will be expected to attend all class sessions, complete all assigned readings and participate in all group assignments.

#### **School of Dentistry**

Examinations are held at the discretion of the course coordinator. Grade Point Averages are based on the 4-point system. The symbols A (Excellent), B (Above Average), C (Average), or F (Fail), which appear on the official transcript and on the grade, report given to each student at the end of each semester, express the evaluation of the student's work.

Incomplete work is denoted by the "I" grade and indicates: (1) that the student has satisfactorily completed at least three-fourths of the course but, that for legitimate reasons, a small fraction of the work remains to be completed; or (2) that the student's record indicated that he/she can obtain a passing grade, but that he/she lacks a specific requirement such as the final examination because of illness or some other unique or extraordinary circumstances beyond the student's control. A student receiving an "I" must complete the requirements for the Course to remove the "I" grade by the end of the next semester. If the work is not completed within the specific time, no credit will

be given, and an "F" will be officially recorded as the final grade. All final grades shall remain on a student's permanent academic transcript.

The symbols "WV" and "WA" indicate that the student "Withdrew Voluntarily" or was "Withdrawn Administratively." The symbols "WP" and "WF" indicate that the student "Withdrew Passing" or "Withdrew Failing" respectively. These symbols are to be used only when the student has withdrawn after at least six weeks in attendance.

The grade "B+" (outstanding), "C+" (above average) and "P" (pass) grades are used in the school. In addition to the letter grades of A, B, C, and F. "S" (Satisfactory) and "U" (Unsatisfactory) grades are used.

There are didactic and clinical courses (clinics) that cover one semester or more in duration. Progress is evaluated throughout the year, although final grades are assigned at the end of the final semester. A record of student academic progress is reported at mid-term and at the end of the first semester, using a letter grade. The final grade is reported in the usual manner at the end of the course. Students may request information regarding their progress from the course coordinator at any reasonable time that is convenient for both the student and course coordinator.

All final grades will be recorded on the student's permanent transcript.

#### **School of Medicine**

The definitive evaluation of the student's work is expressed by A, B+, B, C+, C, F, S, U, W/A or W/F which appears on his/her official transcript and on the report from Banner given to each student at the end of each semester. All departments are required to provide a departmental narrative evaluation along with a letter grade for all students. All grades are to be submitted in Banner within four weeks by the department. (For more information, see Student Academic Policies and Procedures Manual for the School of Medicine).

#### **School of Graduate Studies and Research**

Grades for didactic courses taken for graduate credit are A, B+, B, C+, C, F, S, U, IP and I. Grades for thesis research in the Ph.D. program are S and U; grades for thesis research in the MPH program are letter grades. Grade point averages (GPA) are calculated on the basis of A=4, B+=3.5, B=3, C+=2.5 C=2, F= 0. S and U grades are not computed into students' GPA and are not converted to A, B+, B, C+, C, or F grades when students complete the requirements for degrees. All final grades shall remain on the student's permanent transcript. Students receiving a D grade in an off-campus course because of cross-registration will receive a grade of F. The grade of "I" (Incomplete), indicates that the student has satisfactorily completed at least three fourths of a



course, but for legitimate reasons a small fraction of the work remains to be completed; or that the student's record indicates that he or she can obtain a passing grade, but lacks a specific requirement such as the final examination because of illness or some other unique or extraordinary circumstance beyond the student's control. A student receiving an "I" must complete the requirements for the course to remove the "I" by the end of the next semester the course is offered. If the

requirements are not completed within the specified time, no credit will be given, and the Office of Records will automatically record the final grade as "F". The symbols "WV" and "WA" indicate that the student "Withdrew Voluntarily" or was "Withdrawn Administratively by the Dean." The symbols "WP" and "WF" indicate that the student "Withdrew Passing" or "Withdrew Failing," respectively. These symbols are used only when the student has withdrawn after at least six weeks of attendance in a course during the fall or spring semester or after two weeks during the summer. The "IP" (In Progress) is awarded for certain courses that are continuous over more than one semester and, as such, are not finally evaluated until the conclusion of the sequence. Final grades are given in such courses only at the end of the final semester of the course sequence. A record of academic progression, however, shall be reported in the Office of Admission and Records at the end of any given semester using the designation In-Progress (IP). Quality points will be calculated using the total hours of the course.

### **Tennessee State Law: 49-7-123. Hazing Prohibited**

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be

imposed by the higher education institution.

[Acts 1995, Ch. 500, § 1.]

[10 Worst Greek Hazing Stories](#)

### **Meharry Medical College Anti-hazing Policy**

Enforcement of the Meharry Medical College Anti-Hazing Policy shall be the administrative responsibility of the Office of Student Life in collaboration with the Office of the General Counsel. Individuals or groups seeking additional information about this policy or reporting possible violations should contact the Director of Student Life at (615) 963-3177.

Students, student organizations and other student groups of Meharry Medical College are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "any action or activity taken, or situation intentionally created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule." This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student or which violates any federal, state or local statute or College policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Individual members organizations and groups who violate this policy are subject to federal, state, local laws and College disciplinary action. The College's Non-Academic Disciplinary Procedures is available for review in the College's Academic Catalog online.

**Examples of activities or situations that could meet the definition of hazing include, but are not limited to, the following:**

- Sleep deprivation— New member activities should not occur between 12 a.m.—7 a.m.
- Any activities that interfere with academics
- Physical or verbal harassment
- Forcing or encouraging ingestion of any type of liquid or solid matter, edible or non-edible (i.e., alcohol, chewing tobacco, goldfish, raw onions, spoiled food, dirt, animal food, etc.)
- Mandatory workouts – While working out may be "healthy," there are risks associated with making someone work out. If someone falls and breaks a leg or passes out and hits their head, the chapter will be liable. There are no ROTC or athletic teams at Meharry Medical College, so there is no need for mandatory workouts.

- Requiring new members to wear ridiculous costumes or perform ridiculous activities or having members wear the same clothing item(s)
- Silence periods of any kind
- Requiring new members to perform personal service to active members such as carrying books, running errands, performing maid duties, etc.
- Requiring or suggesting that members vandalize, destroy or steal property or commit crimes
- Marking or branding
- Requiring anything of one group of members that is not required of another

## Student Health Insurance

Meharry Medical College sponsors a group student health insurance plan. All students must have health insurance. A waiver of participation may be granted if the student presents proof of coverage, which is equal to or better than the Meharry Insurance Plan. The student may elect to waive coverage if covered by a parent's or spouse's insurance plan; however, independent plans with high deductibles do not provide comparable coverage. The waiver process must be completed online. The group health insurance plan is designed to defray a major portion of the cost of hospitalization and covers the student whether on or off campus.

The plan covers students for one academic year at Meharry Medical College from July 1st to June 30<sup>th</sup>. Insurance coverage must be renewed each year. Below are the 2022-2023 annual premium rates for the bundled health insurance package. One-half of the annual premium is billed each semester.

Coverage Levels	Annual Premium – 7/01/2022 – 6/30/2023
Student Only	\$3,992.32
Student + Child	\$8,106.80
Student + Children	\$11,767.80
Student + Spouse	\$7,982.36
Family	\$15,767.20

Medical & Vision Provider: **United HealthCare Student Plan: 1-800-767-0700**

Dental Provider: **Delta Dental of Tennessee: (800) 223-3104**

For enrollment or waiver questions, please email [studentinsurance@mmc.edu](mailto:studentinsurance@mmc.edu). Visit the Meharry Medical College Student Insurance webpage [here](#) for more information about your medical, vision, dental and long-term disability insurance.

### Mandatory Bloodborne Pathogen Exposure

Medical, Dental and Ph.D. students are enrolled in the mandatory pathogen exposure/accident coverage which provides a benefit in case a student is exposed to blood or other body fluids through a needle stick or body fluid splash/spill event. This coverage cannot be waived

Maximum Benefit per Incident	Deductible	Premium
\$20,000	\$0	\$12 per year

## Student Health Services

(615) 327-5757 [shs@mmc.edu](mailto:shs@mmc.edu)

<http://www.mmc.edu/prospectivestudents/student-services/student-health-svcs.html>

**Hours of Operation:** Monday - Friday 8 a.m. - 5 p.m.

The Student Health Services Center is located adjacent to the Pediatric Clinic on the second floor of the Meharry Clinics. All students enrolled at Meharry Medical College are eligible to use the Student Health Center for their health care needs. Students are seen on a walk-in or appointment basis.

The student health fee provides all current Meharry students access to the services provided at the Student Health Center. The clinical staff of Student Health Services is comprised of a certified family nurse practitioner and clinical faculty from the Department of Internal Medicine. The services provided include:

- Acute illness and injury management
- Physical examinations
- Laboratory services
- Immunizations
- Tuberculosis screening
- N95 respirator fit testing

Services for physical examinations, laboratory services and immunizations are billed to the student's health insurance and are subject to co-pays and deductibles.

Student Health Center services are not intended to be used in the place of a primary care physician or a specialist. For life or limb-threatening conditions, students should go directly to the nearest emergency department. After normal operating hours, if

students require emergency treatment, they are encouraged to go to the Metropolitan Nashville General Hospital Emergency Department, an area emergency department or call 911.

## Student Insurance Policy and Procedure

**Purpose:** To relay the eligibility requirements for enrollment in and waiving of the group student insurance plan.

### Policy Statement

Meharry Medical College requires that all enrolled students have health insurance. Students must be officially enrolled in a degree program at Meharry Medical College to be eligible for the student insurance plan. One of the following options is mandatory for all enrolled Meharry students:

- On a parent's or spouse's health insurance policy
- Possesses individual, private or group health insurance policy\*
- Enrolled in group policy offered by Meharry Medical College

\*The plan must meet the waiver requirements listed below:

- The plan must provide in-patient care in the Nashville, TN area (including mental health care)
- The plan must provide out-patient care in the Nashville, TN area (including office visits, out-patient mental health care and ancillary procedures).
- The plan must be provided by a company licensed to do business in the United States, with a U.S. claims payment office and a U.S. phone number.
- The individual (not family) deductible on the plan should not exceed \$1,500 per policy year.
- The plan must meet Federal Regulation Coverage requirements as outlined in the Patient Protection & Affordable Care Act of at least \$100,000 in covered essential benefits.

**Bundled Insurance Coverage** – Though medical coverage is the only requirement we have for students, to allow our students to gain access to other health related services, we bundle dental, vision and a Student Assistance Plan with the medical coverage to get the best rates. The annual premium posted on the student insurance webpage includes medical insurance, dental insurance, vision insurance and the Student Assistance Plan.

**Plan Year** – The plan year for student insurance is as follows:

1. July 1<sup>st</sup> – June 30<sup>th</sup> for continuing students and first year medical and dental students.

2. August 1<sup>st</sup> – June 30<sup>th</sup> for first year Computational Sciences, MSPH, MHS and Ph.D. students.

**Open Enrollment** – There is only one open enrollment period for the student insurance plan from **May 20 – June 30**, for all continuing students and first year medical and dental students. The open enrollment period for first year school of graduate studies students is **July 1<sup>st</sup> – July 14<sup>th</sup>**. Please note if the enrollment deadline falls on a weekend, the next business day will be the deadline.

**Waiver of Coverage** – A waiver must be completed annually and applies to the full academic year unless the student loses prior coverage.

### Mandatory Pathogen Exposure/Accident Coverage

All Meharry Medical College students are enrolled in the mandatory pathogen exposure/accident coverage plan which provides a benefit in case a student is exposed to blood or other body fluids through a needlestick or body fluid splash/spill event. **This coverage is required whether you enroll in or waive the Meharry Medical College student insurance program.**

### Mandatory Life/AD&D Insurance Policy and Long-Term Disability Policy

All students must complete a beneficiary form for the Standard Insurance Life Insurance Policy upon admission/enrollment at Meharry Medical College. Life insurance and long-term disability policies are required of all students, even those who do not enroll in the group student insurance plan. The fees will be shown on your student bill in the fall semester of each year.

### Continuing Student Enrollment Procedure

1. **Individual Enrollment** – to enroll in the Meharry Student Group Insurance Plan for individual coverage, continuing students will be asked to update their local mailing address in Banner Self Service by May 1 annually. Instructions are posted on the Meharry internet and can be accessed [here](#).
2. **Student + Dependent(s) Enrollment** – students who plan to enroll their dependent(s) in the Meharry Student Group Insurance Plan will need to contact [studentinsurance@mmc.edu](mailto:studentinsurance@mmc.edu) for further guidance and instructions.

### New Student Enrollment Procedure

1. **Individual Enrollment** – to enroll in the Meharry Student Group Insurance Plan, students will receive enrollment information to access their account and select benefits from the Student Insurance
2. **Student + Dependent(s) Enrollment** – students who plan to enroll their dependent(s) in the Meharry Student Group Insurance Plan will need to contact [studentinsurance@mmc.edu](mailto:studentinsurance@mmc.edu) for further guidance and instructions.

### All Student Waiver Procedure

To waive the student insurance for the academic year, a student will need to complete the [online waiver form](#) by the deadline communicated on the student insurance webpage. Waivers will not be accepted after the deadline. A copy of the student's current insurance card will need to be uploaded on the form or other document(s) showing proof of coverage.

The student must acknowledge the following on the waiver statement:

- He/she is responsible for payment of ALL FEES for medical and mental health treatment not covered by my health insurance plan (including but not limited to deductibles, copays, coinsurance and the expenses above my policy maximums and benefit limits). I understand that some health facilities, including Student Health Services, may require payment at the time treatment is provided.
- If during the year, the [statements agreed to on the waiver form] are found to be false, he/she will be added to the Meharry Medical College Student Group Insurance Plan and will be responsible for the fee charged to his/her student account.

### Enrollment After a Qualifying Life Event

The Office of Student Life will generate a report each year to show students who will turn 26 during the academic year. Those students will be asked to complete an online enrollment form with the date of birth as their insurance effective date if they do not have other insurance options that will cover them after their 26<sup>th</sup> birthday. The student will be charged a prorated amount based on when coverage will begin.

For other qualifying life events, students will need to complete the appropriate forms and a staff member from the Office of Student Life will assist with the process.

### Definitions

1. **Open Enrollment Period** – A period of time during which individuals who are eligible to enroll in a Qualified Health Plan can enroll in a plan.
2. **Qualifying Life Event** – life-changing event that allows the opportunity to participate in the Special Enrollment Period for health coverage. Examples of qualifying life events are changes to family size (marry, divorce or have a baby); loss of previous coverage due to parent's employment change, reaching the maximum age for eligibility under a parent's insurance plan, spouse's employment status change; student or eligible family member becomes eligible for assistance under Medicaid or a State Children's Health Insurance Program.
3. **Eligible Dependent** – A student's spouse and children are eligible dependents.

**Student Insurance Webpage:** <https://home.mmc.edu/student-affairs/student-life/student-insurance/>

## Student Immunization Policy

Meharry Medical College is committed to providing a safe environment for the education of its students in the health professions and sciences, particularly those students who work in the hospital or with patients. Students, faculty and staff in the health sciences setting are vulnerable to communicable diseases such as tuberculosis, measles, mumps, rubella, diphtheria and polio. Those students who may come in contact with blood or blood products also have the potential of being infected with hepatitis, HIV or other viruses. These diseases are susceptible to control by appropriate immunizations.

### Required Immunizations

Prior to registration, all students entering Meharry Medical College must provide proof of prior immunization for measles, mumps, rubella, varicella (chicken pox), tetanus, diphtheria, pertussis, polio and Hepatitis B. A hard copy of the actual lab results of the quantitative serologic titers must also be submitted. Documentation of the results of tuberculosis screening within the last 12 months (PPD) is also required. Student Health Services will review all documentation submitted to determine adequacy.

### Required Immunizations and Quantitative Serologic Titers:

- Hepatitis B vaccinations: documented series of 3 vaccines and Hepatitis B surface antibody quantitative serologic titer
- MMR (measles, mumps, rubella): documented series of two doses and quantitative serologic titers
- Varicella: documented series of two doses and quantitative serologic titer or documented dates of disease and quantitative serologic titer.
- Tetanus/Diphtheria/Pertussis: documentation of TdAP vaccine within the last 10 years
- Polio: documentation of last immunization
- Tuberculosis Screening: within the last 12 months: PPD result or documentation of previous positive PPD, subsequent treatment and most recent chest x-ray report

Students, who cannot provide adequate documentation of prior immunization or physician-diagnosed diseases, (as indicated by serological evidence) must receive

immunization to these diseases prior to the beginning of the fall semester of the said academic year.

#### **Required Annual Immunizations:**

Tuberculosis Screening and Influenza (Flu) Vaccine

#### **Tuberculosis Skin Testing**

Tuberculosis skin testing is required annually for all students enrolled in the School of Medicine. Any student who has not been appropriately immunized or who has failed to receive such an annual screening will not be allowed to continue clinical rotations.

Any student who has tuberculosis skin test positive during their medical training will be evaluated and followed routinely in the Student Health Center without charge. The student must notify the Office of Student and Academic Affairs of such an occurrence to facilitate appropriate follow-up and documentation for payment of charges incurred. Students may opt, however, to receive treatment from their private physician at their own expense. The student must provide documentation of such treatment to the Office of Student and Academic Affairs and the Student Health Services for the student to be cleared to return to clinical rotations.

The College will assume responsibility for the cost of the initial chest X-ray(s) and such medication as deemed appropriate by Meharry Student Health Services.

#### **Physical Examination**

Prior to registration, all students entering Meharry Medical College are required to have the Health Surveillance/Physical Examination forms completed by a health care provider. The physical exam should be performed within the last 12 months. If the health care provider has questions, please ask the health care provider to call Student Health Services at **(615) 327-5757** for assistance.

## **Student HIV/AIDS Specific Provisions**

#### **Admission of Students**

The existence or diagnosis of HIV infection shall not be a factor in the decisions regarding admission to Meharry Medical College, so long as the individual's physical condition is such that he or she can participate fully in the required activities of the school to which the application is made. It is recognized, however, that this latter

proviso might prevent acceptance of certain infected persons, particularly those with clinically evident AIDS.

#### **Managing Students with positive antibody tests for HIV**

During the student orientation process all students shall be informed of their responsibility, if they know themselves to be antibody positive, to report this fact to a physician on the Student Health Services staff, in order to obtain medical treatment and consultation for their protection and that of others. This same responsibility is applicable to students who are diagnosed as HIV positive or develop symptomatic AIDS infection at any time during their course of study. Every effort will be made to preserve the confidentiality of the student's medical record. Information concerning a student's positive HIV antibody status shall be limited to those with a demonstrable need to have such information.

#### **Curricular Implication of HIV Infection**

Any student known to have a positive HIV antibody test shall be counseled regarding the transmission of this virus and the means to minimize the risk of such transmission. The recommendation of the U.S. Public Health Service regarding prevention of HIV must be scrupulously observed by all health science professionals and students. Students known to have a symptomatic HIV infection or AIDS shall be counseled to the potential risks to themselves posed by exposure to certain infections and agents, such as mycobacterium-tuberculosis. The need, if any, for restriction of clinical assignments will be made on a case-by-case basis. Given the implication of the diagnosis of AIDS regarding physical vigor, mental acuity and longevity, strong consideration may be given to granting the student who develops this disorder an indefinite leave of absence.

Because of their special curriculum needs, health professional students may be required to obtain and process blood and other body fluids of patients.

Meharry Medical College subscribes to the safety guidelines proposed by the U.S. Public Health Service for protection of personnel in its hospitals, clinics and clinical laboratory techniques.

The appropriate infection control committee or other responsible groups in college-operated health care facilities will establish guidelines and procedures to assure the protection of students and patients against possible exposure to the HIV virus.

Faculty responsible for educational training activities for students in hospitals and clinics will establish guidelines to assure that students in training are required to



perform possible hazardous procedures only if appropriate to their level of training and experience.

In general, all statements made here with regard to students also apply to other trainees at higher levels e.g., residents and fellows. However, because the duties of residents, unlike students, vary greatly with the departments with which they are associated, it is required that each department establishes its own specific written guidelines.

In addition to specific provisions listed here, all HIV/AIDS policies established for employees and patient care facilities are generally applicable to students and trainees. The general policies can be found in the following departments/offices: Student Services and Enrollment Management, Counseling Center, Academic and Student Affairs, Graduate Medical Education and Human Resources.

## **Environmental Health and Safety**

The Office of Environmental Health and Safety, which falls under the direction of the Compliance and Risk Management Department, is responsible for biosafety, chemical management and disposal, personnel training and routine workplace monitoring. The Department of Environmental Health and Safety also provides academic support to the division of Occupational and Environmental Medicine. The safety officers evaluate all workplace records pertinent to inspection and obtain detailed information, as needed, to complete TOSHA-IA and other regulatory compliance issues.

**For emergencies, please contact the Department of Compliance and Risk Management, at (615) 327-6642.**

## **Evaluation of Occupational Exposure, Illness and Injury**

Students who are accidentally exposed to blood and body fluids via needle stick, mucous membranes or exposure of non-intact skin or become ill or injured, as the result of a clinical assignment will be evaluated at the Student Health Center during the Center's normal operating hours. Students must also notify the Office of Student and Academic Affairs of such injury. A reportable event form must be completed in addition to individual affiliate hospital or clinical forms. If the Student Health Center is closed, the student will be referred to Nashville General Hospital Emergency Room.

The Student Health Center staff will triage the student and record the following information on the referral form:

- Student's current immunization status regarding Hepatitis B and tetanus vaccines and any other pertinent laboratory information;
- Type of injury, when and how the injury occurred and any pertinent information regarding the incident and/or the student's condition.

The morning following discharge, the student must report to the Meharry Student Health Center for evaluation and clearance for return to duty. The student is to bring copies of the discharge instructions and any other information describing the treatment that was rendered. The students will be referred for further follow-up/management if needed.

**Note:** If a student is located at an external rotation/distant site or in cases of dire emergency, the student should first contact the designated administrator at the work site. Any necessary emergency medical and/or nursing care will be made available to the student through the regular procedures in effect at the facility the student is assigned.

### ***Quick Reference—Procedure Following Occupational Exposure to Blood/Body Fluids***

If you come into contact with another person's blood or body fluids (e.g., through a needlestick injury or mucus membrane splash) take the following steps:

1. Wash the area
2. Contact your supervising physician
3. Complete and submit the Reportable Event Form
4. Initial Evaluation: Report to Meharry Student Health Services
5. After hours: Report to Metro Nashville General Hospital Emergency Department
6. If rotating at an affiliate facility: complete the affiliate organization's blood borne pathogen procedure and follow up the next day with Meharry Student Health Services
7. Source patient should be informed of the event
8. After consent obtained, the source patient will be tested for HIV and Hepatitis
9. Student counseled, ID consultation and PEP, screened for HIV and Hepatitis

### ***School of Dentistry Preventive Education***

Educational sessions are presented that outline the occupational exposures to infections and environmental hazards anticipated in the day-to-day practice of

dentistry and medicine in clinical orientation and during the Tennessee Occupational Safety Administration Seminar for dental students. The sessions are mandatory and cover instruction in the prevention of occupational exposures; procedure for evaluation after exposure and the effects of infectious and/or environmental disease or disability on student educational activities.

### ***School of Medicine Preventive Education***

Preceding the initial clinical exposure of all medical students, educational sessions are presented which outline the occupational exposures to infectious and environmental hazards anticipated in the day to day practice of medicine. The sessions are incorporated into the Principles and Practice of Medicine courses and are mandatory for any student who rotates to any affiliate hospital or clinical site. Any student who has not attended these sessions will not be allowed to begin or participate in any clinically related activities.

For additional information, questions and/or concerns regarding needlestick exposure, please contact Student Health Services at **(615) 327-5757**.

## **Counseling Services**

Sharda Mishra, Ph.D.

Director of Counseling Services

(615) 327-6915

<https://home.mmc.edu/student-affairs/student-resources/>

**Hours of Operation:** Monday - Friday 8 a.m. - 4:30 p.m.

**Location:** Meharry Clinic Building, 3<sup>rd</sup> Floor, Suite #325

Meharry Medical College provides counseling services from professional providers at a conveniently located campus Counseling Center. The center is committed to a highly effective counseling support system that compliments the educational and human enrichment endeavors of the institution. Counseling services include individual, family and group therapies, crisis intervention, coaching, case management as well as academic counseling. Workshops related to stress reduction, time management and a variety of clinical presentations are regular features of the center.

### **Appointments**

To make an appointment or to obtain further information about the Counseling Services, please contact us at 615.327.6915 or email [counseling@mmc.edu](mailto:counseling@mmc.edu). Counseling Services is open Monday–Friday, 8 a.m.–4:30 p.m. Hours are quite flexible,

however, and appointments may be scheduled until early evening, when necessary. Although appointments are encouraged, walk-ins are welcome.

The services of the Counseling Center are broad-based and encompass services to students' partners and dependents, as well as to faculty and staff. Below is a listing of some of the services offered:

- Self-esteem problems
- Interpersonal relationships
- Adjustment problems
- Conflict resolution
- Time & stress management
- Short-term psychotherapy
- Couples counseling
- Lifestyle counseling
- Wellness counseling
- Examination anxiety therapy
- Medication referral services
- Psychological assessment
- Alcohol and substance dependence recovery counseling and referral services

All counseling services for students and their immediate family are provided at no cost to the student. When referrals are made to mental health providers, these services are normally covered under the provision of the student's health insurance policy.

### **Referrals**

Referrals to other agencies or to other health care providers are made as appropriate. Should students need to seek services from a psychiatrist for medication evaluation or other issues, we provide referral to local community psychiatrists.

### **Confidentiality**

Please be assured that all counseling services are strictly confidential. No faculty member, staff, peer, friend or family member will be permitted access to a student's counseling records without written permission from the counselee. Counseling session's records are NOT a part of the student's academic records.

### **Counseling and Psychological Emergency**

For psychological emergencies, counselors are available for crisis assistance and consultation 24/7. During business hours, call or come into the Counseling Services

office and request to be seen immediately. After hours and on weekends, on-call counselors can be reached by calling 615.327.6915. In case of an emergency, dial 911 or proceed to the nearest emergency room.

## **The A. Cherrie Epps, Ph.D. Center for Educational Development and Support**

Pamela Rucker, M.A.

Interim Director

(615) 327-6500

<http://www.mmc.edu/prospectivestudents/student-services/ceds/index.html>

**Hours of Operation:** 8 a.m.—1 a.m.

The A. Cherrie Epps, Ph.D. Center for Educational Development and Support (CEDS), located in the Daniel T. Rolfe Student Center, is a comprehensive academic support unit established to foster an environment that stimulates and nurtures excellence in teaching and learning, fosters teaching effectiveness and provides students with instructional assistance/resources, including board review for all four schools: Applied Computational Sciences, Dentistry, Graduate Studies and Research and Medicine.

### ***Services Offered***

- Skills Profile Assessment
- Skills Improvement Instruction in:
  - Time Management
  - Critical Thinking/Analytical Reasoning
  - Stress Management Advising
  - Self-Confidence Building
  - Reading & Comprehension
  - Test Taking Strategies
  - Note Taking
  - Study Techniques
- Individual Skills Development Consultation
- Computerized Practice Testing
- Peer Tutoring - Nationally Certified
- Small Group Intervention Review Session
- Small Group Case-Based Review Sessions
- Comprehensive Medical Review Program-USMLE Steps 1, 2 and 3
- Comprehensive Dental Review Program-INBDE

## **Students with Disabilities**

Meharry Medical College is committed to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act in creating an inclusive community for students with disabilities. Students seeking accommodation for any type of disability are encouraged to contact the ADA Coordinator. Services include, but are not limited to, extended time for testing, assistance with locating sign language interpreters, audiotaped textbooks, physical adaptations, note-takers and reading services. Accommodation is tailored to meet the needs of each student with a documented disability. Specific concerns pertaining to services for people with disabilities or any disability issue should be directed to the ADA Coordinator.

Shonae Settles, BS.

Interim ADA Coordinator

settless@mmc.edu

## **Procedure for Requesting ADA Accommodations**

### **Medical, Dental and Graduate Students with Disabilities**

#### **Procedures for Requesting Accommodations**

To request accommodation based on any disability, whether physical, psychological or learning, a student must proceed as outlined below.

The ADA Coordinator will assist eligible students with any documentation needed regarding the disability of his or her condition and will work with the students to identify and implement reasonable accommodations.

#### **The student will be responsible for the following:**

1. **Providing documentation** with sufficient information that substantiates the limitation on a major life activity as a result of disability. The documentation and information regarding the student's disability will remain confidential and will be released only if, and to the extent that, the student provides the ADA Coordinator with written authorization to release such information.
2. **Meeting with the ADA Coordinator** at the beginning of each semester for which they are requesting services. A reasonable amount of time is required to evaluate the documentation, review the request and determine the appropriate accommodation. The ADA Coordinator will provide the student with a letter describing the nature of the accommodation he/she requires as a result of his or her disability.



3. **Students should meet with his or her professor** at the beginning of each semester. The student should give the letter from the ADA coordinator that verifies the student's disability and the recommended accommodations to the faculty or staff member with whom they meet.

Faculty and/or students who have questions or concerns about specific accommodations should contact the ADA Coordinator directly.

## Office of the Chaplain

Chaplain and Special Assistant to the President on United Methodist Church Affairs  
(615) 327-6975

<http://www.mmc.edu/prospectivestudents/student-services/chaplain.html>

The chaplain coordinates pastoral care services and offers a spiritual presence on the campus of Meharry Medical College. The chaplain serves students with spiritual care and counsel, prayer services, discussions, events and other activities. The chaplain also works directly with the student chaplains to plan activities and to develop a spiritual foundation for their respective classes.

### Services Provided

- Devotional/Meditation/Studies
- Pastoral Care
- Marriage Counseling
- Weddings
- Family Counseling
- Grief Counseling
- Resource sharing (linking students to community resources for food, housing, etc.)
- Intercessory Prayer

Office availability: Friday: 7:30 a.m. – 4:30 p.m.

Appointments can be made for other days and times.

Referrals are welcome by email at [rkimbrough@mmc.edu](mailto:rkimbrough@mmc.edu).

## Religious Accommodation Policy

### Purpose

The purpose of this policy is to acknowledge respect for the religious diversity of

Meharry Medical College students by providing opportunities, where possible, for accommodation in cases where conflicts exist between students' religious beliefs/practices and educational activities.

### Policy Statement

MMC will endeavor to provide reasonable accommodation relating to religious beliefs and practices in response to a formal written student request. However, accommodation cannot be guaranteed in instances where such would create an undue burden on faculty, a disproportionate negative effect on other students who are participating in the scheduled educational activity or jeopardize patient care.

### Procedure

All students will be advised of the school, program or course-specific procedures that should be followed to obtain accommodation for religious practices or observances. Students are encouraged to be proactive in reviewing assignments/activities in advance of matriculation/registration to determine whether these requirements might in some way conflict with their religious beliefs, practices or observances.

Students who believe they have a need for religious accommodation during any course, clerkship or other required educational activity shall notify the relevant instructor/preceptor soon as possible after an impending conflict becomes apparent--  
**---prior to or at the beginning of the course during Years I and II and before the start of Year 3 or Year 4 for clinical clerkships and rotations in order to avoid scheduling conflicts.** Reasonable accommodations may not be feasible in instances where there is a direct and insurmountable conflict between religious beliefs or observances and requirements of a given program.

It is the student's responsibility to make arrangements with the course instructor or clerkship/experiential director as soon as possible, but no less than 30 days in advance of the religious holiday during which the student is requesting to be absent. It is also the student's responsibility to meet all course obligations. Such requests are required for all educational activities scheduled for the date(s) in question, e.g., classroom exercises, laboratory assignments, exams, clinical/experiential assignments, etc. Finally, students are obligated to abide by the policies and procedures on religious practices and observances of any given patient-care institution (i.e., hospital, clinical setting) in which they are completing a portion of their educational experience. If a potential conflict between a student's religious beliefs, practices or observations and institutional policy is identified, the student is to bring such to the attention of the clerkship/experiential director as soon as possible.

The student request must be in writing and include the following:

1. Notification to the student's course/clerkship director, Office of Student Services and the respective Deans within the Schools Office of Academic Affairs, of the student's request not to participate in an aspect of the curriculum.
2. A description of the aspect of the curriculum that the student is requesting not to participate in and the reason for the request.
3. The date of the request and the student's signature.

It is the course instructor or clerkship/experiential director's responsibility to negotiate with a student the parameters of reasonable accommodations. The accommodations should be no more difficult than the originally scheduled activity or assignment. Instructors or experiential directors are not obligated to provide materials or experiences to students that would not normally be provided to all other students. In the event a student and instructor or clerkship/experiential director cannot reach an agreement regarding reasonable accommodations, the student may request a review of the request by a designated college official. The decision of the designated college official will be final.

## Office of Information Technology

(615) 327-6231 (Helpdesk)

[helpdesk@mmc.edu](mailto:helpdesk@mmc.edu)

<http://www.mmc.edu/about/administration/admin-ofcs-divs/finance/infotech.html>

**Hours of operation: Monday - Friday, 8 a.m. - 5 p.m.**

The Office of Information Technology (OIT) is located on Dr. D. B. Todd Jr. Blvd. and is between Hulda Lyttle Hall and the Meharry Clinics. OIT provides a variety of services to support instructional, research and administrative activities for Meharry Medical College students, faculty and staff. OIT is comprised of five support teams: Administrative Computing, Business Operations, Computer Operations, Support Services and Clinical and Research Computing. Below are some of the services offered to students.

**Computer Operations.** Computer Operations consists of four areas: Database Administration, HelpDesk, Network Services and Telecommunications.

- **Database Administration.** The database administration role maintains the SQL and Oracle databases and controls database security.
- **Help Desk.** The Help Desk provides support to users for computer issues as well as configures and installs new computer equipment.
- **Network Services.** Servers and network upgrades are maintained by Network

Services.

- **Telecommunications.** Telecommunications installs and maintains telephone and data networks on campus and two remote locations.

**Support Services.** Support Services provides computer training, web development and media services to the college.

**Need Assistance?** The Help Desk is open Monday - Friday from 8:00 a.m. - 5:00 p.m. The Help Desk may be reached from any campus phone by dialing HELP (4357). The off-campus contact number for the Help Desk is (615) 327-6231. You may also email the Helpdesk at [helpdesk@mmc.edu](mailto:helpdesk@mmc.edu).

## Computer Requirements and Laptop Configurations

Because the Office of Information Technology cannot support an infinite variety of computer configurations, we frequently review the current needs of faculty, staff and students. The minimum configurations shown below are necessary to ensure compatibility of newly acquired computer systems with the Meharry network. It is recommended that all students have an external hard drive to back up their computer.

### Recommended laptop specifications for new purchase:

- Processor: Intel Core i3, i5 or i7
- Memory: 4GB or more,
- Hard Drive: 500GB or more (Solid State Drive – 128 or 256)
- Optical Drive: CD/DVD – RW
- Network Connectivity: 10/100/1000 Ethernet/Wireless N
- Ports: USB
- Operating System: Windows 7 Professional or Windows 8 Professional
- Applications: Microsoft Office Professional 2010 or 2013
- Anti-Virus: There are several that are available. Laptops must have an anti-virus program installed before they will be allowed to connect to Meharry's network. AVG has a free version.
- Warranty: 3-year onsite (or Pro) support

### Recommended specifications for currently owned laptops:

- Processor: Intel Core i3
- Memory: 2GB, Hard Drive: 256GB
- Optical Drive: CD/DVD – RW
- Network Connectivity 10/100/1000 MB Ethernet, Wireless
- Operating System: Windows 7 Professional

- Applications: Microsoft Office Professional 2010
- Anti-Virus: There are several that are available. Laptops must have an anti-virus program installed before they will be allowed to connect to Meharry's network. AVG has a free version.

#### **Recommended Mac Specifications:**

- Processor: Intel Core or Intel Dual Core
- Memory: 4GB, Hard Drive: 500GB or 256GB Solid State
- Optical Drive: DVD-RW
- Network Connectivity: Ethernet, Wireless
- Operating System: OSX 10.8 or above
- Applications: Microsoft Office for Mac 2011

## **MyMMC - Banner Student Self Service**

Student Self-Service enables all students to view grades, unofficial transcripts, holds and account summary information. It also allows students to access Financial Aid information such as aid by award year, eligibility and the 1098T.

### **Accessing Banner Student Self-Service**

1. To access Banner Student Self-Service you will need to first open your web browser on a computer.
2. Next, type <https://luminis.mmc.edu/cp/home/displaylogin> in the address field and hit enter. (You can also find the link by visiting the Meharry Medical College website at [www.mmc.edu](http://www.mmc.edu), click "Meharrians" at the very top of the page and click MyMMC in the left side navigation bar of the screen.)
3. Once the MyMMC Portal appears Log into the system by typing in your Meharry Username and Password where indicated. (Your Student Self-Service user-id will be your Meharry ID. Your password will be the same password you use to log into your email account).
4. Once you're logged in, click on the **student tab**, then click on the Banner Self-Service (right-most column under Ross Fitness Center).

If you have problems accessing your Student Self-Service account, please contact the Help Desk at (615) 327-6231 or [helpdesk@mmc.edu](mailto:helpdesk@mmc.edu).

Once you are logged on to the Student Self-Service system, you will be able to click the Student & Financial Aid link to view your financial aid information.

#### **Student Records in Banner Self-Service**

In the Records portion of Student Self-Service you will have the capability of viewing holds, grades, unofficial transcripts and your account summary. You will also be able to request official transcripts, track the status of your requests (made after 2/12/07) and access the Change of Address form.

**Please note:** Questions regarding transcript matters and address changes can be submitted to [RecordsDepartment@mmc.edu](mailto:RecordsDepartment@mmc.edu) or (615) 327-6466. Inquiries regarding grades should be directed to your respective schools. Questions regarding your account summary should be directed to Student Financial Services/Treasury Services at (615) 327-6220.

#### **Financial Aid in Banner Self-Service**

The Financial Aid portion of Student Self-Service will allow you to view your overall status of Financial Aid by award year, eligibility, award information and 1098T information.

**Please note:** Questions regarding your Financial Aid information can be directed to [finaid@mmc.edu](mailto:finaid@mmc.edu) or (615) 327-6826.

If you have problems accessing your Student Self-Service account online, please contact the

**Help Desk at (615) 327-6231 or [helpdesk@mmc.edu](mailto:helpdesk@mmc.edu)**

# Student Communication Policy

## Definitions

“Primary email address” is the email address assigned to students by Meharry Medical College ending in @email.mmc.edu.

## Policy Statement

Email is the official means for communication with every Meharry Medical College student regardless of year or enrollment status. Email is used for academic and administrative communication purposes. The College will send official communication to enrolled students by email using their primary email address. It is the student’s responsibility to read email communication in a timely fashion.

**Primary Email Address:** The primary email address is created by the College and the College sends official email. The email addresses are created and given to students upon arrival of orientation. Email outside of the primary email address will not be used.

**Assignment of Student’s Primary Email Addresses:** Academic Computing assigns each enrolled student a primary email address. The student’s primary email address will be listed in the Microsoft Exchange Address Book. It is formatted as such, [username@email.mmc.edu](mailto:username@email.mmc.edu).

**Forwarding Email:** Students are allowed to forward their email to another email address at their own risk. However, the College will only support the student’s primary email. The College will not be responsible for email that is forwarded and that may incur difficulties.

**Educational Uses of Email:** It is the faculty’s discretion to determine how email will be used in their class. Faculty can expect that students check and read their email in a timely fashion.

**Expectations Regarding Student Use of Email:** It is the student’s responsibility to check their official email addresses on a frequent and consistent basis to remain informed of communications. Some communications can and will be time sensitive. A student who fails to check their email will be held accountable for any consequences.

**Appropriate Use of Email:** Email **must not** be used to communicate highly sensitive data as defined by the College policy on sensitive data.

Email messages must comply with relevant federal and state laws, as well as College policies, not limited to those governing public computing resources, security considerations and ethics in computing.

Email shall not be the sole method for notification where another method of communication is required by law.

# Educational Use of Technology

## Information Systems Security

The College is committed to protecting and safeguarding electronic protected health information by maintaining reasonable and appropriate administrative, technical and physical safeguards to protect against anticipated threats or hazards to the security or integrity of the information. This encompasses maintaining policies and procedures that will secure information stored on hard drives, removable or transportable digital memory medium and information being transported electronically via the Internet, e-mail or other means. If an employee becomes aware that a breach of security has occurred and/or has any security related questions about practices within the organization, he or she should report the problem immediately to the Security Officer.

## Computer and Electronic Communications

### Personal Use

Meharry provides access to various information technology resources for its students. These resources are provided to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. In order to maintain the integrity of the computer systems and adhere to good business practices, resources such as computers, the Internet, e-mail, telephone and fax are intended for Meharry business and educational use only.

All data and messages entered, created, received, stored or transmitted via Meharry equipment are considered Meharry property and are therefore subject to inspection, search and disclosure at all times by Meharry.

### Software

Students may not use the Meharry computer system to obtain, view, download or otherwise gain access to, distribute or transmit material that may be unlawful, obscene, pornographic, abusive, offensive or otherwise objectionable or that violate the values or policies of Meharry. This includes, but is not limited to, sexually explicit or offensive messages or images, cartoons or jokes; ethnic or religious slurs; racial epithets; or any other statement or image that may be construed as harassment or disparagement.

All software loaded on systems owned and managed by Meharry will be loaded at the discretion of the OIT network administrators. No personal software will be loaded. All software will be properly licensed and will adhere to the terms and restrictions of the vendor providing the software. OIT will maintain all records of software licensing. No software may be copied from Meharry systems for personal or other use. Unauthorized software will be removed.

### **Access and Passwords**

All access to Meharry computer systems and programs will be controlled using security log-ons and passwords. You must protect the confidentiality of your password and not share it with others, except on a “need to know” basis for official Meharry business purposes.

Any student who violates this policy or uses the Meharry computer systems for improper purposes or disruptive behavior, such as introducing viruses, intentional misuse of data or equipment or intentionally destroying or modifying files on the network, shall be subject to the non-academic disciplinary process.

### **Email Guidelines**

Communications sent from the Meharry network are identified as originating from the College and carry the Meharry name. E-mail and Internet usage and communications must reflect well on the organization. Each student is responsible for using Meharry e-mail and Internet resources in an acceptable manner.

The e-mail system is provided to support efficient communications for the organization in the pursuit of business and educational goals. It is understood that limited use for personal purposes may occur if it is used responsibly, during your own time and without expense to the organization.

The expectation of confidentiality should not be assumed when using e-mail either within the organization or through the Internet. Senders have no control over messages once they are sent and recipients may forward the messages to people not originally intended to receive them.

All language used in communications should be professional and courteous. Abusive or obscene content in communications is strictly prohibited. In a culturally diverse environment such as Meharry’s, the use of slang, humor, sarcasm or local terminology may be interpreted incorrectly.

E-mail may be stored in the system indefinitely and can be reviewed, if necessary, during legal proceedings involving Meharry. Take as much care in sending e-mail messages as with any confidential written document.

Meharry expects that you will apply the same business etiquette to the use of e-mail as you would to a written memo or voice mail. Do not say anything in an e-mail message that you would not say in a formal written memo and/or post on a bulletin board.

E-mail messages should be treated as confidential by other employees and students and accessed only by the intended recipient. Employees and students are not authorized to retrieve or read e-mail messages that are not sent to them. Any exception to this policy must receive prior written approval of the division head, with a copy of such approval delivered to IT.

### **Internet Use**

Students accessing the Internet during class hours represent the organization. All communications should be for professional reasons supporting Meharry’s goals and objectives. Students are responsible for seeing that the Internet is used in an effective, ethical and lawful manner.

Solicitation or any use of the Internet for personal gain or advancement of individual views is strictly prohibited. Use of the Internet must not disrupt the operation of the organization network or the network of other users and must not interfere with your productivity or the productivity of others.

All Internet communications should be treated as public information since those messages are not generally encrypted. No confidential or copyrighted information should be sent through the Internet.

### **Social Media**

Meharry Medical College recognizes that social media sites are increasingly useful communication tools and acknowledges the right of student’s freedom of expression. However, all must be aware of the potential legal implications of material which could be considered abusive, defamatory or a breach of confidentiality. Online social media allows college staff and students to engage in professional and personal conversations. The guidelines apply in social media platforms such as professional society blogs. These guidelines apply to private, and password protected social media platforms as well as to open social platforms.

1. Students need to follow the MMC Honor Code of Professional Conduct, HIPAA and general behavior guidelines cited above including respecting copyrights and disclosures and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content.
2. If Individuals identify themselves as a member of MMC in any online forum and/or use a Meharry email address, they must make it clear that they are not speaking on behalf of MMC and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of MMC.
3. Do not use MMC logos on personal social media sites.
4. Employees and students must remember to be thoughtful about how

they present themselves as a MMC member in online networks.

5. Remember that all content contributed on all platforms becomes searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever.
6. If someone or some group offers to pay you for participating in an online forum in your MMC role, offers advertising for pay and/or for endorsement, this could constitute a conflict of interest and MMC policies and guidelines apply.
7. If someone from the media or press contacts employees or students about posts made in online forums that relate to MMC in any way, alert your Dean or contact Marketing & Communications before responding.

## The Office of Marketing & Communications

Kenneth Morris

Director, Communications and Marketing

(615) 327-6146

<https://home.mmc.edu/about/administration/administrative-offices-divisions/communications-marketing/>

The Office of Marketing and Communications is responsible for shaping Meharry's external message, promoting the College and managing media relations. The Brand Guidelines & Graphics Standards Manual can be found online and must be adhered to by faculty, staff and students. Please take a moment to review this booklet before submitting designs for t-shirts, scrubs or other paraphernalia.

[https://home.mmc.edu/wp-content/uploads/2017/06/meharry\\_branding\\_guidelines.pdf](https://home.mmc.edu/wp-content/uploads/2017/06/meharry_branding_guidelines.pdf)

## Social Media Policy

### Policy

This policy applies to Meharry Medical College (MMC), its participating physicians, clinicians, students and all College employees, business associates, contractors and sub-contractors.

### Policy Statement

To provide guidelines outlining how MMC supports institutional communication goals, as well as providing social computing guidelines for MMC faculty, staff, and students engaging in online discourse and identifying themselves with MMC.

MMC recognizes that such sites are increasingly useful communication tools and acknowledges the right of staff and employees to freedom of expression. However, all

must be aware of the potential legal implications of material which could be considered abusive, defamatory or breach of confidentiality.

This policy is not intended for social media activities that do not associate or identify a faculty, staff or student member with MMC, does not utilize MMC email addresses and does not discuss MMC and intended purely for personal matters.

### Definitions

- A. Social Media Platforms are technology tools and online spaces that enable users to build, integrate or facilitate community interactions. Examples include but are not limited to: Facebook, Twitter, LinkedIn, YouTube and Web2, which make available personal views and information to the general public.
- B. Content Owner-For the purpose of this policy, are those assigned the responsibility of maintaining, monitoring and moderating a MMC social media platform. Official communications refer to those done in MMC's name, (Meharry Medical College Facebook page).
- C. Moderator-Assigned by Content Owner and/or department as the individual for moderating comments and postings by internal and external users, including deleting comments and posting that do not meet the criteria set forth in this policy.

### Procedure

#### A. Official Institutional Web Communications

1. Institutional representation via online social media platforms can only be initiated and authorized through the efforts of the MMC Marketing and Communications department. There can be no official MMC site or pages on YouTube, Facebook, Twitter, etc. unless they are developed or authorized by the MMC Marketing and Communications department. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed.
2. MMC official sites on social media platforms can have pages or content areas that are assigned to departments, divisions or programs at MMC. These policies apply to such pages, as well as content maintained by MMC Marketing and Communications.
3. Content Owners, as named by their departments or department's leadership, are responsible for posting and using content and maintaining compliance with MMC Code of Conduct, Healthcare Insurance Portability and Accountability Act (HIPAA) and policies related to Conflicts of Interest, Privacy, Security, Safety and Human Resources and Federal Education Records Protection Act (FERPA).



4. Content Owners are responsible for monitoring and maintaining web content as follows:
  - a. Contact must be accurate.
  - b. Proprietary financial, intellectual property, patient care or similar sensitive or private content may not be revealed.
  - c. Content Owners are responsible for gaining the express consent of all involved parties for the right to distribution or publication of recordings, photos, images, video, text, slideshow presentations, artwork and advertisements whether those rights are purchased or obtained without compensation.
  - d. Content Owners and/or Moderators sign a Content Owner/Moderator Terms and Agreement Form. This form is renewable annually and will be monitored by the MMC Marketing and Communications departments.

#### **B. Guidelines for Online Professional or Personal Activity**

Online social media allow MMC faculty, staff, students, contractors and vendors to engage in professional and personal conversations. These guidelines apply to ALL individuals who identify themselves with MMC and/or use their Meharry email address in social media platforms such as professional society blogs. These guidelines apply to private and password protected social media platforms as well as to open social platforms.

1. Follow the MMC Code of Conduct, HIPAA, Conflict of Interest Policy, Privacy and general behavior guidelines cited above including respecting copyrights and disclosures and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content.
2. If individuals identify themselves as a member of MMC in any online forum and/or use a Meharry email address, they must make it clear that they are not speaking on behalf of MMC and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of MMC.
3. Do not use MMC logos on personal social media sites.
4. Faculty, staff, students, contractors and vendors must remember to be thoughtful about how they present themselves as a MMC member in online networks. By virtue of self-identifying as part of MMC in such as network, faculty, staff, students, contractors and vendors connect themselves to and reflect upon, MMC colleagues, managers and even MMC patients and donors.
5. Remember that all content contributed on all platforms becomes searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever.
6. If someone or some group offers to pay you for participating in an online forum in your MMC role, offers advertising for pay and/or for

endorsement, this could constitute a conflict of interest and MMC policies and guidelines apply.

7. If someone from the media or press contacts faculty, staff, students, contractors or vendors about posts made in online forums that relate to MMC in any way, alert your manager/leadership and contact Media Relations & Communications before responding.
8. Social Media may not be used in place of HR processes.

Violation of any MMC policies is inappropriate and may result in disciplinary actions. Disciplinary procedure guidelines are available within the Faculty, Student and Employee Handbook. Information can be obtained from the Employee & Labor Relations Manager. [(615) 327-6088, Mark Smith]

#### **Meharry Medical College's Right to Access Electronic Communications**

Students, staff and employees should not have an expectation of privacy regarding any information transmitted on MMC systems or stored on MMC systems. To the fullest extent permitted by state and federal law, Meharry Medical College reserves the right to intercept, access, disclose and use the wire and electronic communications transmitted by college facilities or generated in the conduct of its business.

This guidance should be read in conjunction with Meharry Medical College IT regulations and Code of Conduct on the use of ITS public facilities.

## **Meharry Medical College Library & Archives**

Sandra Parham, MLIS, Library Executive Director

(615) 327-5770, [sparham@mmc.edu](mailto:sparham@mmc.edu)

Digital Library may be accessed 24/7 at <https://meharry.ovidds.com>

Meharry Medical College Library & Archives (MMCL&A) occupies three floors of the S.S. Kresge Learning Resource Center (LRC) on Albion Street.

#### **Regular Library Hours:**

**7 a.m. to 1 a.m. Monday through Friday**

**9 a.m. to 1 a.m. Saturday and Sunday**

#### **FACILITY**

Three floors provide environments for quiet study, group interaction, research, and reflection. All study spaces on these floors have been updated with new WIFI equipment and wiring. The main **Computer Lab** is located on the first floor (2<sup>nd</sup> floor of the LRC), and the **Electronic Classroom** is located on the library's second floor (3<sup>rd</sup> floor of the LRC), the latter of which also serves as a computer lab for students but is available to faculty for conducting classes when desired. Both labs are updated with new Windows computers and seating and newly installed wall monitors and other

equipment. Computers in both locations provide access to Microsoft Office applications and multiple browsers, Adobe Reader, Blackboard Lockdown Browser, Exemplify (Exam Soft) testing software, SPSS software, EndNote citation management software, and Graph Pad software.

A dry-erase board that spans the length of the wall in the Computer Lab is available for student use. In-house, state-of-the-art technology which enhances student learning includes the ToLTech Sectra Anatomy & Dissection Table and its Virtual Human (VH) Education Portal, along with ToLTech Virtual Reality (VR) dissection software with VR headset and handsets. VR clinical scenarios found in Oxford Medical Simulation software may be found by using library computers in the Computer Lab and Electronic Classroom. The lab is equipped with a new sound system and new wall display monitors.

The new **Library Lounge** on the library's second floor (3rd floor of the LRC) provides a quiet place to eat with bistro seating and other lounge amenities along with ample group study space on the opposite side of the room, equipped with large whiteboard tables and seats and rolling whiteboards for study and collaboration.

The library's third floor (4th floor of the LRC) contains individual, locked study cubicles for high stakes testing study (use by reservation only), study tables and seating, individual study carrels, group study rooms, and modular moveable seating. To reserve a lockable study cubicle for high stakes testing exam study, email [vsmith@mmc.edu](mailto:vsmith@mmc.edu).

### **COLLECTIONS & CIRCULATING MATERIALS**

The library's digital collection may be accessed 24/7 on the **Digital Library** site at <https://meharry.ovidds.com>. Students and faculty must use their Meharry credentials to log into the Digital Library when accessing it from off campus. The **"Off-Campus Login"** button may be found at the top righthand side of the webpage, along with troubleshooting instructions. Send questions to [askalibrarian@mmc.edu](mailto:askalibrarian@mmc.edu).

The new **Bloomberg Print Collection** is located on the main floor on the Ready Reference shelves. The collection includes print review materials and flash cards on subjects in the basic and advanced sciences and in medicine, along with atlases, USMLE exam prep guides, specialty board review titles, and handbooks. The loan period is 28 days, and library-owned content must be returned on time or checked out again to avoid accruing a late fee or a lock on a student's account. The **Archives and Special Collections** unit of the library contains historical materials documenting the history of Meharry Medical College and Hubbard Hospital. This unit is closed to tours at this time. Research questions may be emailed to [sparham@mmc.edu](mailto:sparham@mmc.edu).

### **SERVICES**

Library staff provide individual and group instruction sessions on the use of Digital

Library resources upon request.

## **Academic Computing**

Teresa Young, Director of Academic Computing

(615) 327-6265 [academiccomputing@mmc.edu](mailto:academiccomputing@mmc.edu) or [tyoung@mmc.edu](mailto:tyoung@mmc.edu)

**Location:** 2nd floor, Room 2003, West Basic Sciences

**Hours of operation:** **Monday** – Friday, 8 a.m. – 5 p.m.; Saturday - Sunday, CLOSED.

Academic Computing is committed to promoting excellence in teaching and learning to the students and faculty of Meharry Medical College. Academic Computing provides support and leadership to the College in the effective uses of technologies for enhancing teaching and learning as well as facilitating research and strategic initiatives. Academic Computing fulfills its mission by fostering collaboration and innovation with faculty and the College stakeholders in the design, development and effective use of learning environments and educational media.

### **Vision**

Academic Computing strives to promote best practices on the integration of technologies in the classroom.

### **Academic Computing Services include:**

- One-on-one technology training and/or group training on all features of Blackboard 9.1
- One-on-one technology training and/or group training on MS Office
- Effective training on effective presentations
- Promoting and developing new educational methodologies in the curricula
- Consultations on Web 2.0 technologies used in higher education (podcasting, Screencasting and Videocasting, among others)
- Assisting with instructional course design and development
- Evaluating, assessing and implementing new technologies
- Improving the use of smart classrooms
- Assisting faculty and students with multimedia projects

### **Technologies**

- Blackboard 9.1 Learning Management System
- Lecture Capturing Technology (Camtesia)
- Clickers (Assessments)
- Respondus (Assessments)

The Academic Computing web site highlights evaluated Web 2.0 technologies and provides tips on technology integration in medical education. <http://intranet.mmc.edu/instructionaltechnologies/index.html>



## Student Financial Aid

Barbara Tharpe, Ed.D.

Director of Student Financial Aid

(615) 327-6826 [finaid@mmc.edu](mailto:finaid@mmc.edu)

<http://www.mmc.edu/prospectivestudents/financial-aid/index.html>

The Office of Student Financial Aid is committed to providing financial services to all students in support of their professional school education. From the beginning of their matriculation and beyond graduation, we assist students in attaining their goal of becoming health care professionals. We advise prospective students, enrolled students and alumni on all aspects of student aid, the application process, funding available, consumer credit and debt management matters and political issues that affect students and their financial future.

### Rights and Responsibilities of Financial Aid Students at Meharry Medical College

Your Meharry Medical College Estimated Award Notification is based on information you submitted, our estimates of available funds and on the anticipated number of applicants applying for financial assistance.

### Financial Aid Student's Rights

**As a student receiving financial aid at Meharry Medical College, you have the following rights:**

- Accept, reject or seek adjustments to your financial aid award without prejudice. You may decline all or any part of your financial aid award. This must be done in writing. However, aid being rejected may result in the Office of Student Financial Aid (OSFA) not being able to offer you additional aid to fulfill that unmet need.
- Know the total cost of attendance and what components are included for your degree program.
- Be knowledgeable of financial aid programs which are available to you. Be notified in writing of any changes made by the OSFA to your financial aid eligibility and/or your awards. Be informed of financial aid deadlines for submitting the necessary applications and supporting documents.
- Understand the financial aid awarding procedure. Know on what basis your financial need was determined – elements considered in estimating your educational expenses and resources.
- Know what part of your financial aid must be repaid and what part is grant or scholarship aid.
- Know the interest rate, amount and repayment starting date for any loans offered to you. Know the possibilities for deferment and forbearance of all of your student loans and any special consolidation or refinancing options.
- Know your educational loan indebtedness, both undergraduate and graduate

borrowing.

- Know all the consequences of loan default.
- Know the terms of the Federal Work Study (FWS) Program if it is offered to you.
- Be informed of the Meharry Medical College's refund policy.
- Know your school's definition and determination of Satisfactory Academic Progress and the length of time to complete your course of study. Request a re-evaluation of any decision (except from the Satisfactory Academic Progress Appeals Committee) concerning your financial aid award.
  - In protection of your rights under the Family Education Rights and Privacy Act (FERPA), the staff in the OSFA cannot release specific information about your financial aid award to anyone over the telephone.
  - Students have the right to contact the Student Financial Aid Ombudsman to resolve issues related to student loans.
- Expect that all information reported by you will remain confidential and cannot be released without your written consent according to the FERPA Privacy Act.
- Meet with a Financial Aid staff person and review your financial aid record. Request a Financial Aid staff person to review any decision you feel warrants consideration due to an emergency or circumstance beyond your control. Request a review of your financial aid application due to special or unusual circumstances that would change the "Cost of Attendance." All such requests should be submitted in writing to the OSFA with documentation.
- Know the average starting salaries of graduates in your anticipated career fields.
- Be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid.
- Report to the OSFA, in writing, any additional resources such as Veterans Education Benefits, external scholarships, tuition waivers and funding from outside agencies, etc.
- Be admitted by the Office of Admissions and Records (OAR) to a course of study leading to a degree program at Meharry Medical College before financial aid will be awarded.
- Immediately inform the OAR and OSFA if you do not plan to attend Meharry Medical College.
- Confirm the awarded loan amounts on the Financial Aid Award Notification and return a signed copy to the OSFA.
- Apply for financial aid early each year if you wish to be considered for financial assistance.
- Submit all required forms accurately and completely.
- Provide documentation, verification of income, corrections and/or any information to complete your financial aid file. Accept responsibility for all forms and agreements the student signs.
- Use financial aid only for the student's actual educational expenses.
  - Meet satisfactory academic progress in order to ensure continued eligibility in financial aid programs.

- Dropping classes or withdrawing early from the college during the semester/term may affect a student's financial aid award. Check with the OSFA before making any change to your status as a full-time student. Part of the financial aid award may have to be adjusted as a result of any change.
  - FWS students are paid every two weeks by direct deposit for hours worked and reported on the work-study time sheet. All time sheets must be signed by the student and the work-study supervisor and submitted to the OSFA every pay period.
  - FWS jobs are located throughout the campus. Students are expected to report to work on time. They should notify their work-study supervisor if they must be late or absent. Students will be paid only for hours worked. Students who find their work-study assignment incompatible should discuss this matter with the FWS Coordinator.
- Signing a (loan) promissory note means that you're agreeing to repay the loan even if you don't complete your education or you can't get a job after you complete the program.
  - Make payments, in the full amount, on your student loans even if you don't receive a bill or repayment notice.
  - Notify your lender if you graduate, withdraw from school or transfer to another school.
  - Receive entrance counseling before receipt of your first loan disbursement and you must receive exit counseling before you leave school.
  - Defaulting on your student loan means that the lender may take action to recover the money, including notifying national credit bureaus of your default. This affects your credit rating up to ten (10) years.
  - In addition, if you default, the U.S. Department of Education might ask the Internal Revenue Service to withhold your U.S. individual income tax refund and apply it to the amount you owe or the agency holding your loan may ask your employer to deduct payments from your paycheck. Also, you are liable for expenses incurred in collecting the loan. If you decide to return to school, you're not entitled to receive any more federal student aid. Legal action might also be taken against you.
  - Acquire all necessary forms needed to receive financial aid. Acquire necessary information about applying for aid, Meharry Medical College's financial aid policies and important dates by reviewing Meharry's OSFA publications to acquire necessary forms. Read thoroughly materials sent to you from the OSFA. Keep copies of all pertinent documentation for financial aid consideration.
  - Comply with the rules governing the aid which you receive.
  - Notify the OSFA of changes in the information you supplied on application

materials.

- Notify the OAR of any name and/or address changes
- Repay all loans according to the terms of the respective truth-in-lending and promissory notes signed by you.
- Contact the OAR as well as OSFA for changes in enrollment status, withdrawing from school, dropping below half time, graduating or transferring to another school.
- Return all missing and incomplete documentation to the OSFA upon receiving a letter requesting the information.
- Financing your health professions education is your responsibility.

## Student Refund Policy

Tuition Refund Policy \*The full policy can be found in the Academic Catalog.

Meharry Medical College has adopted the Department of Education's refund policy for all students who find it necessary to withdraw from the College or take a leave of absence during the academic year. It is a universal policy that applies to all students, those receiving and not receiving federal financial aid. Students who elect to withdraw or take a Leave of Absence during the academic year must submit prior written notification to the appropriate Academic Dean according to the procedures specified in the Catalogue for their program. Meharry Medical College may amend its institution refund policy at any time. Amendments will become effective for the academic year that follows official notification of the amendment. Any questions concerning Meharry Medical College's refund policy should be directed to the Office of Student Financial Aid. The formula is as follows:

The number of days completed in the semester in question / total days in semester = the percentage (%) of earned aid. If the percentage is greater than 60%, then 100% of the funds are earned and no refund or return is required.

## Consumer Information Notice

All institutions that participate in Federal Student Aid Programs are required to notify enrolled and prospective students about the list of consumer information that must be provided and the procedures for obtaining this information. This notice is provided by the Student Financial Aid Office.

Each year Meharry Medical College is mandated to provide to all matriculates notice that contains a listing of information that pertains to their consumers, students. The student consumer information includes:

- Financial assistance information and information about the school's academic programs and policies **(615) 327-6826**,
- Information on graduation or completion rates **(615) 327-6223** and
- Information about the school's security policies and crime statistics report **(615) 327-6254**.

## Student Financial Aid Refund Policy

Withdrawal Type	Circumstance	Student Withdrawal Date*	Date of the Institution's Determination that the student has Withdrawn
<b>Official Notification</b>	The student begins their respective school's withdrawal process, or the student otherwise provides official notification to the school of their intent to withdraw.	The date the student begins the school's withdrawal process or The date that the student otherwise provides the notification. (If both circumstances occur, use the earlier withdrawal date.)	The student's withdrawal date or the date of notification, whichever is later.
<b>Official Notification Not Provided</b>	Official notification was not provided by the student because of circumstances beyond the student's control. All other instances where students withdraw without providing official notification.	The date that the school determines is related to the circumstance beyond the student's control. The midpoint of the payment period or period of enrollment, as applicable.	The date that the school becomes aware that the student has ceased attendance. **
<b>Leave of Absence Related</b>	The students do not return from an 'approved' leave of absence or The student takes an 'unapproved' leave of absence.	The date that the student began the leave of absence.	The earliest of the dates of the end of the leave of absence or the date the student notifies the school he or she will not be returning to that school. (In the case of an unapproved absence, the date that the student began the leave of absence.)
<b>Withdrawal After Rescission of Official Notification</b>	The student withdraws after rescinding a previous official notification of withdrawal.	The student's original withdrawal date from the previous official notification.	The date the school becomes aware that the student did not or will not complete the program period or period of enrollment.

**Meharry Medical College - School of Medicine**

**Tuition & Fees - Fiscal Year 2023**

Tuition and Fees components		M 1	M 2	M 3	M 4	Post Year 4	Board Review
<b>Tuition</b>		<b>55,821</b>	<b>55,821</b>	<b>54,195</b>	<b>52,617</b>	<b>26,309</b>	<b>5,868</b>
<b>Fees***</b>							
	Student Associations	274.00	61.00	53.00	45.00	-	-
	Comprehensive Fee	1,699.00	2,065.00	1,990.00	210.00	-	-
	Instruments/Computer	754.00	75.00	75.00	75.00	75.00	75.00
	Health Insurance	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32
	Student Life	385.00	385.00	385.00	385.00	385.00	385.00
	Student Health Service	105.00	105.00	105.00	105.00	105.00	105.00
	Pre-Alumni	60.00	60.00	60.00	60.00	60.00	60.00
	Student Publications	100.00	100.00	100.00	100.00	100.00	100.00
	Life/Disability Insurance	73.00	73.00	73.00	73.00	73.00	73.00
	Malpractice Insurance	425.00	425.00	425.00	425.00	425.00	-
<b>Total Fees</b>		<b>7,867.32</b>	<b>7,341.32</b>	<b>7,258.32</b>	<b>5,470.32</b>	<b>5,215.32</b>	<b>4,790.32</b>
<b>Total Tuition and Fees</b>		<b>63,688.32</b>	<b>63,162.32</b>	<b>61,453.32</b>	<b>58,087.32</b>	<b>31,523.82</b>	<b>10,658.32</b>
	<b>Fall '22</b>	<b>33,781.66</b>	<b>33,255.66</b>	<b>32,359.66</b>	<b>29,782.66</b>	<b>29,527.66</b>	<b>5,728.16</b>
	<b>Spring '23</b>	<b>29,906.66</b>	<b>29,906.66</b>	<b>29,093.66</b>	<b>28,304.66</b>	<b>28,304.66</b>	<b>4,930.16</b>
<b>Approved: Digna Forbes</b>							
<b>Approved: Roland Jones</b>		<b>5/24/22</b>					
<b>Approved: Monique Bennerman</b>							

**\*\*\*Fees subject to change\*\*\***

**\$40.00 Health Insurance waiver**

Meharry Medical College School of Dentistry										
Tuition & Fees/Fiscal Year 2023										
Tuition and Fees components		D1	D2	D3	D4	Post Year 4	ID4 - Cohort I	ID4 - Cohort II	ID3 - Cohort III	Academic Review
<b>Tuition Fees***</b>		<b>58,984</b>	<b>58,984</b>	<b>57,266</b>	<b>55,598</b>	<b>27,799</b>	<b>59,655</b>	<b>119,310</b>	<b>119,145</b>	<b>5,931</b>
	Student Associations	305.00	305.00	305.00	305.00	-	305.00	305.00	305.00	
	Comprehensive Fee	470.00	385.00	485.00	485.00	275.00	485.00	485.00	485.00	-
	Dental Clinic Uniform	500.00	-	-	-	-	-	-	500.00	-
	Student Instrument Fee	6,830.00	15,560.00	4,800.00	2,273.00	755.00	755.00	755.00	15,600.00	-
	Benchtop Assessment	-	-	-	-	-	-	-	3,400.00	-
	Health Insurance	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32
	Student Life	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00	385.00
	Student Health Service	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00
	Pre-Alumni	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
	Student Publications	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	Life/Disability Insurance	83.00	83.00	83.00	83.00	83.00	42.00	83.00	83.00	83.00
	Malpractice Insurance	425.00	425.00	425.00	425.00	425.00	213.00	425.00	425.00	425.00
<b>Total fees</b>		<b>13,255.32</b>	<b>21,400.32</b>	<b>10,740.32</b>	<b>8,213.32</b>	<b>6,180.32</b>	<b>6,442.32</b>	<b>6,695.32</b>	<b>25,440.32</b>	<b>5,150.32</b>
<b>Total Tuition and Fees</b>		<b>72,239.32</b>	<b>80,384.32</b>	<b>68,006.32</b>	<b>63,811.32</b>	<b>33,979.32</b>	<b>66,097.32</b>	<b>126,005.32</b>	<b>144,585.32</b>	<b>11,081.32</b>
	<b>Fall '22</b>	<b>37,336.16</b>	<b>41,116.16</b>	<b>34,977.16</b>	<b>32,879.66</b>	<b>31,983.16</b>	<b>64,101.16</b>	<b>63,976.66</b>	<b>75,216.66</b>	<b>6,119.66</b>
	<b>Spring '23</b>	<b>34,903.16</b>	<b>39,268.16</b>	<b>33,029.16</b>	<b>30,931.66</b>	<b>-</b>	<b>-</b>	<b>62,028.66</b>	<b>69,368.66</b>	<b>4,961.66</b>
<b>Approved: Cherae Farmer-Dixon</b>		<b>5/25/22</b>								
<b>Approved: Gerald Davis</b>		<b>5/25/22</b>	<b>***Fees subject to change***</b>							
<b>Approved: Deborah Cole</b>		<b>5/25/22</b>	<b>\$40.00 Health Insurance waiver</b>							
Spring term = 1/2 of Tuition, Student Instrument Fee, and Health Insurance										
International is calculated differently										
P - 4 are students who did not graduate on time. They pay 50% of year D4 tuition for fall. Spring is charged if required. Academic Review is split 50% for fall and spring.										

**Meharry Medical College - School of Graduate Studies and Research (PHD & Center for Health Policy)**

**Tuition & Fees - Fiscal Year 2023**

Tuition and Fees		Ph.D. Year 1	Ph.D. Year 2+	Senior Ph.D.	Special Ph.D Defense	Ctr. Health Policy (CHP) External	Ctr. Health Policy (CHP) Internal
<b>Tuition</b>		<b>19,957.00</b>	<b>19,957.00</b>	<b>11,082.00</b>	<b>1,062.00</b>	<b>9,800.00</b>	<b>7,750.00</b>
<b>Fees***</b>							
	PhD Laboratory	1,050.00	1,050.00	1,050.00	-	-	-
	Health Insurance	3,992.32	3,992.32	3,992.32	3,992.32	-	-
	Student Life	385.00	385.00	385.00	385.00	-	-
	Student Health Service	105.00	105.00	105.00	105.00	-	-
	Pre-Alumni	60.00	60.00	60.00	60.00	-	-
	Student Publications	100.00	100.00	100.00	100.00	-	-
	Life/Disability Insurance	93.00	93.00	93.00	93.00	-	-
	Software	60.00	60.00	60.00	60.00	-	-
	GSA	40.00	40.00	40.00	40.00	-	-
<b>Total fees</b>		<b>5,885.32</b>	<b>5,885.32</b>	<b>5,885.32</b>	<b>4,835.32</b>	<b>-</b>	<b>-</b>
<b>Total Tuition and Fees</b>		<b>25,842.32</b>	<b>25,842.32</b>	<b>16,967.32</b>	<b>5,897.32</b>	<b>9,800.00</b>	<b>7,750.00</b>
	<b>Fall '22</b>	<b>13,867.66</b>	<b>13,867.66</b>	<b>9,430.16</b>	<b>3,370.16</b>	<b>4,900.00</b>	<b>3,875.00</b>
	<b>Spring '23</b>	<b>11,974.66</b>	<b>11,974.66</b>	<b>7,537.16</b>	<b>2,527.16</b>	<b>4,900.00</b>	<b>3,875.00</b>

**\*\*\* Fees are subject to change \*\*\***

**\$40.00 Health Insurance waiver**



**Meharry Medical College - School of Graduate Studies and Research (MPH & MHS)**

**Tuition & Fees - Fiscal Year 2023**

Tuition and Fees components		MSPH Year 1	MSPH Year 2+	MSPH Resident	MSCI	MHS
<b>Tuition</b>		<b>29,278.00</b>	<b>29,278.00</b>	<b>14,639.00</b>	<b>14,639.00</b>	<b>33,475.00</b>
<b>Fees***</b>						
	Health Insurance	3,992.32	3,992.32	-	-	3,992.32
	Student Life	385.00	385.00	-	-	385.00
	Student Health Service	105.00	105.00	-	-	105.00
	Pre-Alumni	60.00	60.00	-	-	60.00
	Student Publications	100.00	100.00	100.00	100.00	100.00
	Life/Disability Insurance	93.00	93.00	-	-	93.00
	MCAT/DAT Exam Prep	-	-	-	-	1,500.00
	Software	60.00	60.00	-	-	60.00
	GSA	40.00	40.00	-	-	40.00
<b>Total fees</b>		<b>4,835.32</b>	<b>4,835.32</b>	<b>100.00</b>	<b>100.00</b>	<b>6,335.32</b>
<b>Total Tuition and Fees</b>		<b>34,113.32</b>	<b>34,113.32</b>	<b>14,739.00</b>	<b>14,739.00</b>	<b>39,810.32</b>
	<b>Fall '22</b>	<b>17,478.16</b>	<b>17,478.16</b>	<b>7,419.50</b>	<b>7,419.50</b>	<b>21,076.66</b>
	<b>Spring '23</b>	<b>16,635.16</b>	<b>16,635.16</b>	<b>7,319.50</b>	<b>7,319.50</b>	<b>18,733.66</b>
<b>*** Fees are subject to change ***</b>						
<b>\$40.00 Health Insurance waiver</b>						

**Meharry Medical College School of Applied Computational Sciences**

**Tuition & Fees/ Fiscal Year 2023**

Tuition and Fees components		MSDS Cohort 1	MSBDS Cohort 1	MSDS Cohort 2	MSBDS Cohort 2	MSDS Cohort 3	MSBDS Cohort 3	MSDS Cohort 4	MSBDS Cohort 4	PhDBDS Cohort 1	Graduate Certificate DS Cohort 3	Graduate Certificate BDS Cohort 3	Graduate Certificate DS Cohort 4	Graduate Certificate BDS Cohort 4	Graduate Certificate SAS Cohort 2	Graduate Certificate SAS Cohort 3
<b>Tuition</b>		<b>22,050.00</b>	<b>22,050.00</b>	<b>25,200.00</b>	<b>25,200.00</b>	<b>22,050.00</b>	<b>22,050.00</b>	<b>12,600.00</b>	<b>12,600.00</b>	<b>37,800.00</b>	<b>19,476.00</b>	<b>19,476.00</b>	<b>12,984.00</b>	<b>12,984.00</b>	<b>9,288.00</b>	<b>9,288.00</b>
<b>Fees***</b>																
	Health Insurance (Optional)	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32	3,992.32
	Student Life	-														
	Student Health Service	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00
	Pre-Alumni	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
	Student Publications	-														
	Life/Disability	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00
	Technology	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>Total fees</b>		<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>	<b>4,350.32</b>
<b>Total Tuition and Fees</b>		<b>26,400.32</b>	<b>26,400.32</b>	<b>29,550.32</b>	<b>29,550.32</b>	<b>26,400.32</b>	<b>26,400.32</b>	<b>16,950.32</b>	<b>16,950.32</b>	<b>42,150.32</b>	<b>23,826.32</b>	<b>23,826.32</b>	<b>17,334.32</b>	<b>17,334.32</b>	<b>13,638.32</b>	<b>13,638.32</b>
	<b>Fall '22</b>	<b>13,379.16</b>	<b>13,379.16</b>	<b>14,954.16</b>	<b>14,954.16</b>	<b>13,379.16</b>	<b>13,379.16</b>	<b>8,654.16</b>	<b>8,654.16</b>	<b>21,254.16</b>	<b>12,092.16</b>	<b>12,092.16</b>	<b>8,846.16</b>	<b>8,846.16</b>	<b>6,998.16</b>	<b>6,998.16</b>
	<b>Spring '23</b>	<b>13,021.16</b>	<b>13,021.16</b>	<b>14,596.16</b>	<b>14,596.16</b>	<b>13,021.16</b>	<b>13,021.16</b>	<b>8,296.16</b>	<b>8,296.16</b>	<b>20,896.16</b>	<b>11,734.16</b>	<b>11,734.16</b>	<b>8,488.16</b>	<b>8,488.16</b>	<b>6,640.16</b>	<b>6,640.16</b>

\*\*\* Fees are subject to change \*\*\*

\$40.00 Health Insurance waiver

### Meharry Medical College “Estimated” Budgets for Financial Aid – Medicine 2022-23 Academic Year

The following budgets embody what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Medicine. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components		First Year (4 yr)	Second Year Research	Third Year	Fourth Year	Second Year w/o Research	Post Senior	Special Status or Board Review
	Monthly	11 months	12 months	12 months	11 months	10 months	5 months	6 months
Tuition		\$55,821	\$55,821	\$54,195	\$52,617	\$55,821	\$26,309	\$2,934
Fees		\$7,867	\$7,341	\$7,258	\$5,470	\$7,341	\$3,219	\$2,794
Books & Supplies		\$1,500	\$2,000	\$2,000	\$1,600	\$2,000	\$0	\$0
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$18,425	\$20,100	\$20,100	\$18,425	\$16,750	\$8,375	\$10,050
Board (Monthly food allowance)	\$325	\$3,575	\$3,900	\$3,900	\$3,575	\$3,250	\$1,625	\$1,950
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$4,565	\$4,980	\$4,980	\$7,065	\$4,150	\$2,075	\$2,490
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$2,486	\$2,712	\$2,712	\$2,486	\$2,260	\$1,130	\$1,356
Miscellaneous*		\$3,200	\$3,200	\$4,195	\$5,500	\$3,200	\$825	\$490
<b>2022-23 COA TOTALS</b>	<b>\$2,641</b>	<b>\$97,439</b>	<b>\$100,054</b>	<b>\$99,340</b>	<b>\$96,738</b>	<b>\$94,772</b>	<b>\$43,558</b>	<b>\$22,064</b>
* Includes	\$500	Medical and dental incidentals not covered by health insurance						
	\$645	USMLE Step I registration fees (3rd year ONLY)					health insurance in 1/2	
	\$350	Additional travel expense for 3rd year, includes travel to Murfreesboro						
	\$1,945	USMLE CK and CS Step II registration fees (4th year ONLY)						
	\$150	VSAS application service (4th year ONLY)						
	\$205	ERAS applications (4th year ONLY)						
	\$2,500	4th year residency interview travel costs, includes travel for USMLE CS and CK Step II						
	\$2,700	Loan fees: MD1 - MD4						
	\$575	Loan fees for MSS						
	\$240	Loan fees for Special Status						
Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.								
<b>PLEASE NOTE:</b> credit cards and automobile payments are NOT, and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, ( <i>including family health insurance premiums</i> ) other than child care expenses, may NOT be included.								
Tuition and the health insurance fee will be split evenly between both fall and spring semesters.								

### Meharry Medical College “Estimated” Budgets for Financial Aid-Dentistry 2022-23 Academic Year

The following budgets embody what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Dentistry. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components		First Year	Second Year	Third Year	Fourth Year	Post Year 4	Acad Review
	Monthly	12 months	11 months	11 months	9 months	4 months	4 months
Tuition		\$58,984	\$58,984	\$57,266	\$55,598	\$27,799	\$2,966
Fees		\$13,255	\$21,400	\$10,740	\$8,213	\$4,184	\$3,154
Books & Supplies		\$1,500	\$2,000	\$2,000	\$1,600	\$0	\$0
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$20,100	\$18,425	\$18,425	\$15,075	\$6,700	\$6,700
Board (Monthly food allowance)	\$325	\$3,900	\$3,575	\$3,575	\$2,925	\$1,300	\$1,300
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$4,980	\$4,565	\$4,565	\$3,735	\$1,660	\$1,660
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$2,712	\$2,486	\$2,486	\$2,034	\$904	\$904
Miscellaneous*		\$4,535	\$4,100	\$5,780	\$5,500	\$900	\$440
<b>2022-23 COA TOTALS</b>	<b>\$2,641</b>	<b>\$109,966</b>	<b>\$115,535</b>	<b>\$104,837</b>	<b>\$94,680</b>	<b>\$43,447</b>	<b>\$17,124</b>
* Includes	\$500	Medical and dental incidentals not covered by health insurance					
	\$3,000	Loan fees: DDS1 - DDS4				health insurance in 1/2	
	\$650	Loan fees for DSS					
	\$190	Loan fees for Special Status					
	\$600	Uniforms					
	\$1,200	Senior dental board fees (includes all Board fees), included in 3rd year budget					
	\$1,400	Senior dental board fees (includes all Board fees), included in 4th year budget					
	\$480	NBDE, Part II-junior dental students					
	\$435	Freshman (NBDE, Part I) dental board fees					
Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.							
<b>PLEASE NOTE:</b> credit cards and automobile payments are NOT, and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, <i>(including family health insurance premiums)</i> other than child care expenses, may NOT be included.							

### Meharry Medical College “Estimated” Budgets for Financial Aid-PhD 2022-23 Academic Year

The following budgets embody what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Graduate Studies and Research. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components	Monthly	First Year	Second Year and Beyond	Senior Year	
		11 months	10 months	9 months	
Tuition		\$19,957	\$19,957	\$11,082	
Fees		\$5,885	\$5,885	\$5,885	
Books & Supplies		\$1,500	\$1,500	\$1,500	
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$18,425	\$16,750	\$15,075	
Board (Monthly food allowance)	\$325	\$3,575	\$3,250	\$2,925	
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$4,565	\$4,150	\$3,735	
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$2,486	\$2,260	\$2,034	
Miscellaneous*		\$500	\$500	\$750	
2022-23 COA TOTALS	\$2,641	\$56,893	\$54,252	\$42,986	
* Includes					
	\$500	Medical and dental incidentals not covered by health insurance			
	\$250	Additional costs associated with paper and printing expenses for dissertation			
Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.					
Please note that credit cards and automobile payments are <u>NOT</u> , and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, (including family health insurance premiums) other than child care expenses, may <u>NOT</u> be included.					
Tuition and the health insurance fee will be split evenly between both fall and spring semesters.					
Stipends are included as a resource in your COA; therefore, limiting the amount of federal aid eligible to borrow.					

## Meharry Medical College “Estimated” Budgets for Financial Aid-MPH 2022-23 Academic Year

The following budgets embody what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Graduate Studies and Research. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components	Monthly	First Year	Second Year	Special Status
		8 months	10 months	4 months
Tuition		\$29,278	\$29,278	\$14,639
Fees		\$4,835	\$4,835	\$100
Books & Supplies		\$1,500	\$1,500	\$0
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$13,400	\$16,750	\$6,700
Board (Monthly food allowance)	\$325	\$2,600	\$3,250	\$1,300
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$3,320	\$4,150	\$1,660
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$1,808	\$2,260	\$904
Miscellaneous*		\$2,200	\$2,200	\$786
2022-23 COA TOTALS	\$2,641	\$58,941	\$64,223	\$26,089
* Includes				
	\$500	Medical and dental incidentals not covered by health insurance		
	\$1,700	Loan fees: 1st and 2nd years		
	\$286	Loan fees: special status		
Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.				
Please note that credit cards and automobile payments are <u>NOT</u> , and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, (including family health insurance premiums) other than child care expenses, may <u>NOT</u> be included.				
Tuition and the health insurance fee will be split evenly between both fall and spring semesters.				



## Meharry Medical College “Estimated” Budgets for Financial Aid-MHS 2022-23 Academic Year

The following budget embodies what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Graduate Studies and Research. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components	Monthly	First Year
		8 months
Tuition		\$33,475
Fees		\$6,335
Books & Supplies		\$1,000
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$13,400
Board (Monthly food allowance)	\$325	\$2,600
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$3,320
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$1,808
Miscellaneous*		\$2,400
<b>2022-23 COA TOTALS</b>	<b>\$2,641</b>	<b>\$64,338</b>
* Includes	\$500	Medical and dental incidentals not covered by health insurance
	\$1,900	Loan fees
Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.		
<b><u>PLEASE NOTE:</u></b> credit cards and automobile payments are <u>NOT</u> , and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, ( <i>including family health insurance premiums</i> ) other than child care expenses, may <u>NOT</u> be included.		
Tuition and the health insurance fee will be split evenly between both fall and spring semesters.		

## Meharry Medical College “Estimated” Budgets for the International Dental Program 2022-23 Academic Year

The following budget embodies what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Dentistry-International Program. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components	Monthly	Cohort 1-ID4	Cohort 2-ID4	Cohort 3-ID3
		4 months	11 months	12 month
Tuition		\$59,655	\$119,310	\$119,145
Fees		\$4,446	\$6,695	\$25,440
Books & Supplies		\$500	\$1,000	\$1,000
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$6,700	\$18,425	\$20,100
Board (Monthly food allowance)	\$325	\$1,300	\$3,575	\$3,900
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$1,660	\$4,565	\$4,980
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$904	\$2,486	\$2,712
Miscellaneous*		\$2,700	\$8,700	\$6,100
<b>2022-23 COA TOTALS</b>	<b>\$2,641</b>	<b>\$77,865</b>	<b>\$164,756</b>	<b>\$183,377</b>
* Includes	\$500	Medical and dental incidentals not covered by health insurance		
	\$600	Uniforms		
	\$2,600	Senior dental boards, included in second year		
	\$2,200	Loan fees for 4 months		
	\$5,000	Loan fees		

Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.

**PLEASE NOTE:** credit cards and automobile payments are NOT, and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, (including family health insurance premiums) other than child care expenses, may NOT be included.

Tuition and the health insurance fee will be split evenly between both fall and spring semesters.

## Meharry Medical College Estimated Budgets – School of Applied Computational Sciences (SACS) 2022-23 Academic Year

The following budget embodies what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Graduate Studies-Data Computational Science Program. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components	Monthly	Data Science Cohort 1	Data Science Cohort 2	Biomedical Cohort 1	Biomedical Cohort 2
		11 months	11 months	11 months	11 months
Tuition		\$22,050	\$25,200	\$22,050	\$25,200
Fees		\$4,350	\$4,350	\$4,350	\$4,350
Books & Supplies		\$1,000	\$1,000	\$1,000	\$1,000
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$18,425	\$18,425	\$18,425	\$18,425
Board (Monthly food allowance)	\$325	\$3,575	\$3,575	\$3,575	\$3,575
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$4,565	\$4,565	\$4,565	\$4,565
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$2,486	\$2,486	\$2,486	\$2,486
Miscellaneous*		\$2,130	\$2,130	\$2,130	\$2,130
<b>2022-23 COA TOTALS</b>	<b>\$2,641</b>	<b>\$58,581</b>	<b>\$61,731</b>	<b>\$58,581</b>	<b>\$61,731</b>
* Includes	\$500	Medical and dental incidentals not covered by health insurance			
	\$1,630	Loan fees			

Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.

**PLEASE NOTE:** credit cards and automobile payments are NOT, and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, (including family health insurance premiums) other than child care expenses, may NOT be included.

Tuition and the health insurance fee will be split evenly between both fall and spring semesters.

## Meharry Medical College Estimated Budgets – School of Graduate Studies-Data Computational Science 2022-23 Academic Year

The following budget embodies what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Graduate Studies-Data Computational Science Program. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components	Monthly	Data Science Cohort 3	Data Science Cohort 4 - Spr 2023	Biomedical Cohort 3	Biomedical Cohort 4 - Spr 2023
		11 months	6 months	11 months	6 months
Tuition		\$22,722	\$12,984	\$22,722	\$12,984
Fees		\$4,350	\$4,350	\$4,350	\$4,350
Books & Supplies		\$1,000	\$500	\$1,000	\$500
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$18,425	\$10,050	\$18,425	\$10,050
Board (Monthly food allowance)	\$325	\$3,575	\$1,950	\$3,575	\$1,950
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$4,565	\$2,490	\$4,565	\$2,490
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$2,486	\$1,356	\$2,486	\$1,356
Miscellaneous*		\$2,130	\$1,078	\$2,130	\$1,078
<b>2022-23 COA TOTALS</b>	<b>\$2,641</b>	<b>\$59,253</b>	<b>\$34,758</b>	<b>\$59,253</b>	<b>\$34,758</b>
* Includes	\$500	Medical and dental incidentals not covered by health insurance			
	\$1,630	Loan fees			
	\$578	6-mos loan fees			

Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.

**PLEASE NOTE:** credit cards and automobile payments are NOT, and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, (*including family health insurance premiums*) other than child care expenses, may NOT be included.

Tuition and the health insurance fee will be split evenly between both fall and spring semesters.

## Meharry Medical College Estimated Budgets – School of Graduate Studies-Data Computational Science 2022-23 Academic Year

The following budget embodies what the Office of Student Financial Aid (OSFA) deems as reasonable costs associated with attending Meharry Medical College's School of Graduate Studies-Data Computational Science Program. We anticipate that most students will live within the budget amounts set forth. However, those with extenuating circumstances will be considered on a case-by-case basis for a possible cost of attendance increase. Documentation must be submitted and approved before a budget increase.

COA Components	Monthly	PHD Biomedical Cohort 1	Grad Certificate DS/BDS	Grad Certificate DS/BDS- Spr 2023	Grad Certificate SAS
		11 months	11 months	6 months	6 months
Tuition		\$37,800	\$19,476	\$12,984	\$9,288
Fees		\$4,350	\$4,350	\$4,350	\$4,350
Books & Supplies		\$1,000	\$1,000	\$1,000	\$1,000
Room (incl. rent (~\$1,500), utilities, home telephone, water)	\$1,675	\$18,425	\$18,425	\$10,050	\$10,050
Board (Monthly food allowance)	\$325	\$3,575	\$3,575	\$1,950	\$1,950
Transportation (incl. gas, car maintenance, car insurance, license and registration)	\$415	\$4,565	\$4,565	\$2,490	\$2,490
Personal (incl. clothing, food away from home, dry cleaning, entertainment, cell phone, cable and Internet usage)	\$226	\$2,486	\$2,486	\$1,356	\$1,356
Miscellaneous*		\$2,346	\$2,346	\$1,216	\$1,216
<b>2022-23 COA TOTALS</b>	<b>\$2,641</b>	<b>\$74,547</b>	<b>\$56,223</b>	<b>\$35,396</b>	<b>\$31,700</b>
* Includes	\$500	Medical and dental incidentals not covered by health insurance			
	\$1,630	Loan fees			
	\$716	Loan fees			

Dependent child care costs may be added, up to \$8,524 per child. Documentation must be presented on the child care facility letterhead, documenting date of enrollment, dependent's name, parent name, the cost to attend and document must be signed by the child care facility's personnel.

**PLEASE NOTE:** credit cards and automobile payments are NOT, and will not be, included in your cost of attendance. In addition, expenses for spouses or other family members, (including family health insurance premiums) other than child care expenses, may NOT be included.

Tuition and the health insurance fee will be split evenly between both fall and spring semesters.

## Student Financial Services

(615) 327-6220 <http://www.mmc.edu/about/administration/admin-ofcs-divs/finance/student-fin-svcs.html>

Meharry Medical College recognizes the importance of funding a professional school education. The primary responsibility of the Student Financial Services team is to manage all campus-based student loan programs and to receipt and disburse student aid in an accurate, efficient and timely manner while complying with regulatory requirements. The team is committed to serving each student by assisting with meeting his or her financial needs in any way possible.

The Office of Student Financial Services consists of two units that provide a broad range of financial and related administrative support services to students. These units are Student Accounts Receivable and Student Campus-Based Loans.

### ***Student Accounts Receivable***

The Office of Student Accounts acts as a clearinghouse for various charges and credits that are placed directly on the student's account by departments and offices of the College. We manage the billing and collection of student accounts, provide customer service and account analysis to students.

### **Billing Schedule**

Bills are mailed on the 15th of each month and are due in full by the first business day of the following month. Charges applied to the student account during the semester will be due upon receipt of the monthly Student Account Statement.

### **Payment Information**

Payments can be made with personal check, cashier's check, money order, wire or a credit card. Checks should be made payable to Meharry Medical College in U.S. Dollars; any difference in exchange rates and bank collection charges will be charged to the student account.

### **Refund or Credit Balance**

Any student who has a refundable credit balance will receive a refund within five working days of the credit balance. The first date for refunds for each semester is in compliance with federal mandates.

After the first refund date in each semester, refunds will be processed twice weekly. If an account has a refundable credit balance by noon on Monday, a refund will be processed and available no later than the following Friday. If an account has a refundable credit balance by noon on Wednesday, a refund will be processed and available no later than the following Wednesday via direct deposit.

### **Delinquent Student Accounts – Financial Holds**

Outstanding balances will prevent a student from registering for any subsequent semester and may jeopardize continued enrollment with the College. The College also reserves the right to refuse to furnish grades, transcripts, certificates, diplomas, letters of honorable dismissal or recommendation for students who fail to pay their student account balances.

### **Mailing Address/Location to Remit Payment:**

**Meharry Medical College, Office of the Treasurer**

**LRC Bldg., 5th Floor, Room 505**

**1005 Dr. D. B. Todd, Jr. Blvd.**

**Nashville, TN 37208**

Please be sure to include your name and account number on your check when you remit student payments to assure proper credit. The cashier's window is located on the 5th floor of the Kresge Learning Resource Center. The window is open Monday through Friday during the hours of 9 a.m. to 1 p.m. and 2 p.m. to 4 p.m.

### ***Payment of Tuition and Fees***

Every student who registers at Meharry Medical College incurs a financial obligation to the College. Tuition and fees are assessed at the point of registration and are the financial responsibility of the student. Tuition and fee schedules are in the tuition and fees section of this handbook. Students' ineligible for financial assistance in the form of Federal aid, Institutional aid or Scholarships are considered "Self-Pay" students. "Self-Pay" students are expected to pay in full at the point of registration for the fall semester and on or before the first business day of the spring semester. Payment may be made by cash, credit card, check or money order payable to Meharry Medical College. Payments should be remitted to Student Financial Services, Attn: Treasury Services, 1005 Dr. D. B. Todd, Jr. Blvd., Nashville, TN 37208. Monthly invoices are sent via the College's e-mail system. Student accounts delinquent more than 90 days may also be placed with an outside agency for collection and are subject to additional costs of collection expenses and reasonable attorney fees.

## **Auxiliary Services**

Elizabeth Noll

Director of Auxiliary Services

(615) 327-6176

<http://www.mmc.edu/about/administration/admin-ofcs-divs/finance/aux-svcs.html>

### ***Student Housing***

Housing at Meharry Medical College is managed by Meharry Properties. Students interested in campus housing should write to: Manager of Meharry Properties, 944 21st Ave. N., Nashville, TN 37208-3599 or call **(615) 327-5751**.



Housing applications are available online at <http://www.mmc.edu/prospectivestudents/housing.html>. Returning residents of college housing are permitted to renew their lease. Incoming students will receive priority for the remaining available housing.

**Dorothy Brown Hall**, located on Albion Street, is a coed facility. The building contains 55 suites, laundry facilities and a study lounge. Each air-conditioned suite is furnished with a bed, a desk and chair and a dresser. The monthly rental rate in the dormitory varies based on the size of the suite. Students should bring linen, blankets and other items they wish to add to the furnishings. A security deposit is required.

**Royal Towers at Meharry Medical College**, located on 21st Avenue North, is a 10-story residential complex, which opened in September 1971 and was fully renovated in 2001. It contains 156 efficiency, one-bedroom and two-bedroom apartments for Meharry's students and their immediate family. Each unit is air-conditioned, carpeted and furnished with a stove, refrigerator, dishwasher and garbage disposal. Laundry facilities are located on select floors and a community lounge is located on the first floor. Rental rates vary and a security deposit is required.

**Morena Place**, located at the corner of Dr. D. B. Todd Jr. Blvd and Morena Street, is a brand-new residential complex with spacious one- and two-bedroom loft apartments on the Meharry Campus for Meharrrians. Each unit includes a washer/dryer and a sleek gourmet kitchen. Building amenities include a fully equipped fitness center, roof terrace with a kitchen and self-serve coffee bar.

*Housing rules and regulations are included within the Occupancy Agreement for students who live in on-campus housing.*

#### **Mail Services**

**Contact:** (615) 327-6278

Mail Services, located on the basement level of the School of Dentistry Building, provides campus post office boxes for residents of Dorothy Brown Hall and for approved student groups. These boxes may be used to facilitate United States Postal Services (USPS) mail delivery as well as receipt of packages shipped via UPS and FedEx. Mail Services is open Monday through Friday, 8 a.m. through 4 p.m. and window services hours are 12 p.m. through 4 p.m. Monday through Friday.

#### **Meharry Copy Center**

**Contact:** (615) 327-6278 [copycenter@mmc.edu](mailto:copycenter@mmc.edu)

The Meharry Copy Center, located on the basement level of the School of Dentistry Building, provides full-service printing, copying and finishing services. The Copy Center is staffed and operated by Dex Imaging and is open Monday through Friday from 7 a.m. to 8 p.m. Students may use this resource for low-cost black and white printing, full color printing and a variety of finishing and binding options. Payment for copying services may be rendered in cash, check or credit card.

#### **Meharry Bookstore**

**Contact:** (615) 327-6269

The Meharry Medical College Campus Bookstore is located in the West Basic Sciences Building. The bookstore is open Monday through Friday from 9 a.m. to 5 p.m. The bookstore carries a wide selection of reference and general reading books, Meharry clothing and gift items. Bookstore staff members are available to assist with special orders as needed.

### **Office of General Counsel**

Ivanetta Davis-Samuels, J.D.

Senior Vice President, General Counsel & Corporate Secretary

(615) 327-6102

**Compliance Hotline: 1-800-695-1534 (all calls are confidential)**

<http://www.mmc.edu/about/administration/admin-ofcs-divs/generalcounsel/index.html>

**Hours of Operation:** 8:30 AM - 5:00 PM, Monday - Friday

The Office of General Counsel (OGC) oversees all legal and regulatory matters that impact Meharry Medical College. With a strong emphasis on reducing risk, it provides advice and representation to the College, its affiliated entities and its trustees, officers, employees and students while acting on the College's behalf. The Office of General Counsel is comprised of three departments: General Counsel, Compliance and Risk Management and Legal Affairs.

### **General Counsel**

The Office of General Counsel (OGC) handles a variety of legal matters ranging from Board of Trustees relations, corporate governance, policy management, legal records management and administrative/executive advice.

### **Legal Affairs**

The Office of Legal Affairs provides services that include the oversight of litigation, contract review, immigration, policy management and preventive law workshops/educational programs.

The office cannot provide legal advice or representation to individual members of the College community outside their official capacities.

### **Compliance and Risk Management**

Meharry Medical College has established The Office of Compliance and Risk Management (OCRM) within the Office of General Counsel. OCRM is charged with identifying, managing and mitigating risks associated with regulatory compliance such as the Health Insurance Portability and Accountability Act (HIPAA), Federal and State False Claims Act. and other laws and regulations affecting academic medical centers. We also protect the assets of the College through identifying potential risks; assessing and addressing causes; and minimizing the economic impact on the college. Congruent to Meharry's mission, we support the College's commitment to standards of honesty, integrity and lawful conduct by complying with laws, regulations and internal policies as it relates to education, research, patient care and all administrative services.

The OCRM also covers Environmental Health/Safety and Radiation/Chemical Compliance; to this end, we are solely responsible for overseeing extensive laws and regulatory training for faculty, staff and students, assisting them to:

- Understand and comply with applicable Federal, State and Local laws, rules and regulations;
- Prevent and detect violations of laws, regulations and college policy; Promote ethical conduct as outlined in the Meharry Medical College (MMC) Code of Conduct; and
- Identify the types of risk (Operational, Clinical, Financial, Customer, Human Capital, Legal and Regulatory and Technology) and foster acceptable Risk Management practices within all areas of responsibility in order to render a favorable method for resolution.

Meharry's Office of Compliance and Risk Management is distinct because it is equally integrated and structured to foster a more effective client/service relationship. In terms of conflict resolution and information sharing, colleagues keep team members more actively engaged, reducing oversights and error and because Compliance and Risk Management falls under the jurisdiction of the Office of the General Counsel (OGC), all possible litigious aspects of a complaint are addressed.

### **Environmental Health and Safety**

The Department of Environmental Health & Safety (EH&S) ensures the safety of the Meharry Medical College community. EH&S supports the mission and guiding principles of Meharry Medical College through leadership, guidance, education and partnership to promote and establish programs in health and safety, and protection of the environment. EH&S provides professional advice and support to individuals and departments of MMC to ensure that the college abides by the regulatory requirements established at the local, state and federal level. There are 3 safety officers at the College: Radiation Safety Officer, Chemical and Biological Safety Officer and an Environmental Health and Safety Officer.

## **Department of Campus Safety and Security**

Thomas Quarles,

Chief and Director, Department of Campus Safety and Security

(615) 327-6185

[http://www.mmc.edu/about/administration/admin-ofcs-divs/evp/safety\\_security/](http://www.mmc.edu/about/administration/admin-ofcs-divs/evp/safety_security/)

The Department of Campus Safety and Security (DCSS) is located directly behind the Elam Center and Lot K 21<sup>st</sup> avenue garage. The Office is committed to providing an efficient, aesthetically pleasing, safe and user-friendly environment that promotes teaching, learning and service delivery.

The DCSS is open 24 hours a day, seven days a week, to respond to emergencies and/or reports of criminal activities and to provide security to the campus. The telephone number, 615 327-6666 is used to report any emergency. The staff addresses the patrolling, crime prevention, escort services, traffic/parking, investigative and administrative needs of the college community. The administrative hours are Monday-Friday 8:00AM-4:00PM

The DCSS reports directly to the Executive Vice President. The Department operates

three shifts. Members of the staff have prior police/security experience and/or military backgrounds. In addition, the officers attend monthly and annual in-service training to gain additional skills. Prior to employment, officers are required to complete testing for state certification as armed security officers.

Security officers have the authority to detain individuals until Metro Nashville Police officers arrive on the premises. The campus community is encouraged to report all campus crimes to the DCSS immediately. Security officers conduct preliminary investigations of all reported situations and refer them to the appropriate law enforcement agency when necessary or mandated by law. An excellent working relationship exists between DCSS and the local, state and federal law enforcement agencies. The DCSS meets monthly with the security and police agencies of other universities and municipalities in Nashville and surrounding areas. All violations of state and federal criminal law that come to the attention of the DCSS are reported immediately to the appropriate law enforcement agency for investigation and disposition.

**Emergencies:** The Meharry Medical College Department of Campus Safety and Security is a professional organization dedicated to the protection and security of Meharry Medical College and its diverse community, committed to providing a safe, secure and accessible campus for students, faculty, staff, patients and visitors. Campus Safety and Security Officers are on duty 24 hours a day, seven days a week and should be contacted immediately if suspicious or potentially dangerous situations occur.

**To contact a security officer, please call:**

Emergency On campus, dial 6666 or (615) 327-6666

Non-emergency on campus, dial 6254 or (615) 327-6254

**To contact Metropolitan-Nashville Police, please call:**

Emergency:911

Non-Emergency: 615-862-8600

**Student Identification Badge:** All students are required to wear a photo Proximity/ID badge while on-campus. Proximity/ID badges are issued during the freshman year and remain active through graduation. If lost during the school year, badges can be replaced; however, a \$ 15.00 fee is charged. Students must first receive a signed ID replacement form from the Department of Campus Security, pay the fee in the Treasurer's Office or at the Security Office (cash, check or credit/debit) and pick up a reprinted badge. If a new photo needs to be taken, students must schedule an appointment with the Department of Campus Security by phoning (615) 327-6254.

**Annual Security Report ("Clery" Report).** The Chief of Security and Director of Campus Safety in cooperation with the Legal Affairs Office prepares the Meharry Medical College's annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the MMC Web site at <http://www.mmc.edu>. Additionally, a copy is available for reviewing at all Security Posts on campus (the lobby of West Basic Science Building; lobby of the Stanley S. Kresge Learning Center; lobby of the Dental School). The report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Residential Managers, College Legal Counsel, Deans of each school and the Disciplinary Committee. Annually, the Associate Vice President for Administration sends a letter to all non-security/police "Campus Security Authorities" informing them of their responsibility to report crimes to the DCSS and/or the local police and asking for information on any crimes not reported. Each entity provides updated information on their educational efforts and programs to comply with the Act.

### Emergency Response

**Contact:** (615) 327-6289

The complete Emergency Preparedness Plan can be found online at: [https://home.mmc.edu/wp-content/uploads/2020/05/EPP-Manual\\_rev-Oct2018.pdf](https://home.mmc.edu/wp-content/uploads/2020/05/EPP-Manual_rev-Oct2018.pdf)

The Meharry Medical College Emergency Response Plan was developed so College officials and students are able respond appropriately in the event of potential or actual catastrophic events (both natural and man-made). The basic emergency procedures outlined in the document are to increase the protection of lives and property through effective use of college and community resources.

Students are strongly encouraged to sign up for e2Campus, an opt-in emergency alert system that allows Meharry Medical College to send important campus information to you via Mobile Phone (via SMS), Web Page or Email. Students are strongly urged to provide emergency contact information through Banner Self-Service.

### Building Evacuation

The Department of Campus Safety and Security will notify campus security officers, building contacts and emergency preparedness coordinators to commence evacuation procedures as outlined in this document.

- a. In the event of an emergency, all occupants are to vacate the buildings immediately.

- b. When notification occurs, all building occupants must evacuate from the nearest marked exit and alert others within proximity to do the same. Assist mobility impaired persons to the closest “area of rescue assistance”.
- c. Use stairwells to exit the buildings. Do not use elevators in the event of a fire, earthquake or other emergencies where you could become confined inside.
- d. Proceed outside to the nearest Emergency Assembly Point.
- e. Provisions for individuals with disabilities: The landings inside of each stairwell and protected elevator lobbies are considered safe areas for individuals with disabilities. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. In the event of an evacuation, individuals with disabilities located above or below the ground floor should be escorted to the closest stairwell and a buddy should remain with that person until emergency personnel arrive.

Additional information regarding the evacuation of disabled persons in the event of an emergency is available through the Federal Emergency Management Agency. Copies of these materials are on file in the Department of Campus Safety and Security. This material may be ordered by submitting a request to the following address:

United States Fire Administration Publications  
 16825 South Seton Ave.  
 Emmitsburg, Maryland 21727  
 Or through their website, [www.usfa.fema.gov](http://www.usfa.fema.gov)

Upon evacuation, all occupants should proceed to the outside gathering point for your respective building as outlined in this document. If it is not possible, proceed to a clear area that is at least 50 yards away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

## Evacuation Areas/Emergency Assembly Points

The following is a list of areas for all individuals from each building to report to in the event of an emergency requiring evacuation. Each building has two inside locations (one for exchange of information, one as a place of optimum safety in the event of a tornado) and an outside central gathering location for evacuation purposes (such as a fire alarm). Individuals who occupy buildings surrounded by glass need to proceed to

the nearest stairwell in the building and/or evacuate to the nearest building of optimum safety. Any modular units used on campus should be abandoned in case of tornado for a more permanent structure or other place of safety such as a ditch or ground depression.

### **S. S. Kresge Learning Resource Center**

Primary Gathering Points:

North side of Albion (circular drive of the Elam Center);

South side of Moreno Street (Parking Lot-F)

Inside Safety Location: Lowest Level Stairwell

Inside Information Point: Lobby

### **Metro Nashville General Hospital (MNGH)**

Outside Gathering Point:

Southside of the Building (Parking Lot-A);

North side of the Building (Parking Lot O)

Inside Safety Location: Lowest Level Basement

Inside Information Point: Lobby

### **Lloyd C. Elam Mental Health Center**

Outside Gathering Point: In front of Amphitheatre – Street Level

Inside Safety Location: Lowest Level Basement

Inside Information Point: Lobby

### **Meharry Towers**

Outside Gathering Point: Parking Lot F

Inside Safety Location: Lowest Level Basement

Inside Information Point: Lobby

### **Dorothy Brown Hall**

Outside Gathering Point: Parking Lot-A

Inside Safety Location: Hallway

Inside Information Point: Lobby

### **Harold D. West Basic Sciences Building**

Outside Gathering Point:

In front of Amphitheatre; Southside of West Basic Sciences Building;

North side of West Basic Sciences (Parking Lot-L)

Inside Safety Location: Basement

Inside Information Point: Atrium (Main Floor)

### **Clay Simpson Building**

Outside Gathering Point: Parking Lot-L

Inside Safety Location: Basement

Inside Information Point: Front Office

**Old Hospital Building**

Outside Gathering Point: Front lawn of Hulda Lyttle Hall

Inside Safety Location: MMG Lobby

Inside Information Point: MMG Front Office

**Biomedical Science Building**

Outside Gathering Point: Parking Lot O

Inside Safety Location: Basement

Inside Information Point: Front Office

**Campus Operations Building**

Outside Gathering Point: Parking Lot O

Inside Safety Location: Basement

Inside Information Point: Front Office

**Student Counseling Services Center**

Outside Gathering Point: Parking Lot O

Inside Safety Location: Basement

Inside Information Point: Student Center

**Epps Student Center**

Outside Gathering Point:

Parking Lot O (Secondary-Circle of old Hubbard Hospital)

Inside Safety Location: Basement

Inside Information Point: Director's Office in Student Center

**School of Dentistry Building**

Outside Gathering Point: Parking Lot O

Inside Safety Location: Basement

Inside Information Point: Front Lobby

**Computer Center**

Outside Gathering Point: Parking Lot A

Inside Safety Location: Basement

Inside Information Point: Lobby

**Dialysis Center**

Outside Gathering Point: Parking Lot G and GG

Inside Safety Location: Basement

Inside Information Point: Lobby

**Lyttle Hall**

Outside Gathering Point: Parking Lot A

Inside Safety Location: Basement and interior halls

Inside Information Point: Lobby

**Family Practice Clinic in Madison**

Outside Gathering Point: Parking Lot

Inside Safety Location: Hallway

Inside Information Point: Reception Area

**1919 Charlotte Avenue Clinic**

Outside Gathering Point: Outside Parking Lot

Inside Safety Location: Stairwells

Inside Information Point: OB/GYN Reception Area

**What To Do in A Fire**

An emergency exists when fire alarms and/or sprinkler systems are activated in any campus building or when someone actually sees smoke or fire and sounds an alarm. The Department of Campus Safety and Security (DCSS) must be notified immediately at 615.327.6666 in order to verify the emergency and contact the Metro Fire Department for assistance. The following are precaution measures to be taken in the event of a fire:

- a. All building occupants must evacuate the building immediately according to the procedures outlined in this document;
- b. Use the stairwells to exit the building. Do not use the elevators;
- c. Note the location of alarms and extinguishers;
- d. Fire extinguishers should only be used by individuals who have been properly trained;
- e. Close all doors to help confine the fire and reduce the spread of oxygen;
- f. Keep corridors, aisles and room exits clear. Do not lock doors;
- g. Limit the use of extension cords and multiple outlets;
- h. Never use water on an electrical fire;
- i. Do not return to an evacuated building until authorized by DCSS;
- j. Locate a window if trapped in a building and place an article of clothing outside the window as a marker to rescue crews;
- k. Stay near the floor where the air will be less toxic if no window is available;
- l. Shout periodically to alert emergency crews of your location; and
- m. Please proceed to the Emergency Assembly Point for your respective building.

**What To Do in A Tornado**

The Department of Campus Safety and Security (DCSS) is responsible for monitoring the National Weather Service and local television stations in order to be aware of any inclement or dangerous weather approaching the College. A "Tornado Watch" occurs when weather conditions are favorable in the local area. A "Tornado Warning" occurs when a funnel cloud has been sighted and may be headed in the direction of the College. If a "Tornado Warning" is issued for our immediate area (within a 15-mile



radius) the Emergency Response Team (ERT) will be notified immediately. DCSS will alert the campus and an immediate place of optimum safety should be sought.

All security officers on duty, in conjunction with the Emergency Preparedness Coordinators, will facilitate the transport of everyone to the designated place of optimum safety within their respective buildings. The following are precaution measures to be taken in the event of a tornado:

- a. When indoors, seek refuge in a doorway, interior hallway or under a desk or table on the lowest floor of the building;
- b. Stay away from windows and exterior doors;
- c. When outside and unable to find shelter, seek a ditch or depression in the ground and lie flat;
- d. Avoid power or utility poles as they may be energized;
- e. When operating an automobile, prepare to stop immediately when safe; and
- f. Exit the vehicle and seek shelter or a ditch or depression in the ground and lie flat

## What To Do in An Earthquake

In the event that an earthquake occurs with enough magnitude to affect any campus structures and render them unsafe, all building occupants will need to immediately evacuate the buildings.

All security officers on duty, in conjunction with the Emergency Preparedness Coordinators, will facilitate the transport of everyone to a place of safety outdoors. The following are precaution measures to be taken in the event of an earthquake:

- a. Do not use elevators to evacuate buildings;
- b. For individuals who are unable to exit the building, seek refuge in a doorway or under a desk or table;
- c. Stay away from glass windows, shelves and heavy equipment;
- d. Once outdoors, quickly move away from buildings, utility poles or other structures that could possibly fall;
- e. Always avoid power or utility lines as they may be energized;
- f. When operating an automobile, prepare to stop immediately when safe, preferably away from power lines and trees;
- g. Stay in the vehicle for protection of shelter;
- h. Protect yourself at all times and be prepared for after-shocks; and
- i. Do not return to an evacuated building until authorized by DCSS.

## What to Do If You Are a Victim of Sexual Assault

To view the policies on sexual assault and sexual harassment, see pages 75 - 81.

1. Get to a safe place.
2. Talk to someone you trust. As soon as you are in a safe place, tell someone you can trust about the incident - a roommate, friend, advisor or administrator, minister or counselor - someone who can provide emotional support and objectively help you make a plan.
3. Preserve all physical evidence. Do not change your clothing, bathe, shower, use the bathroom, brush your teeth, wash your hands or comb your hair. If you change clothes, you should place all of your clothing that was worn at the time of the incident in a paper (not plastic) bag.
4. Seek medical attention. You may seek medical care at any time after unwanted sexual activity without reporting a crime or notifying the police. If you think you might want to prosecute, you are strongly encouraged to have a rape examination for the collection of evidence. A medical professional will examine you, provide appropriate medical treatment and talk with you about prevention of venereal disease and pregnancy. Meharry Medical College Department of Campus Safety and Security Officers are available to take you to the hospital or the YWCA, safe haven location, for a medical examination. A description of the YWCA's services can be found at <http://ywcانashville.com/>. Receiving a medical examination does not mean that you must make a formal report to the University or law enforcement.
5. Seek counseling. Victims who wish to speak confidentially with someone about the incident may call a licensed practitioner in the Student Counseling Center at 615-327-6915, the Student Assistance Behavioral Health Hotline at (800) 624-5544 or Tennessee Crisis Services at (855) 274-7471 (1-855-CRISIS-1) or the Nashville Crisis Center at (615) 244-7444 any time. A counselor or specially trained staff member can help a victim explore options, provide information and provide emotional support. Whether you seek immediate assistance or choose to wait for a period of time after the assault, counseling can help you deal with the psychological residue and begin the healing process.
6. Report the incident. The College strongly encourages individuals to report sexual assault to appropriate officials because it is the only way that action can be taken against an alleged violator of college policy. Timely reporting and medical examination within 72 hours are critical in preserving evidence and responding effectively, but an individual may report an incident at any time. Reporting an incident to the College allows the College to take steps to prevent the recurrence of harassment and correct its discriminatory effects,



if appropriate. You may report the incident to the College regardless of whether you choose to press formal criminal charges.

- a. *Contact one of the Victim's Advocates/Title IX Coordinators.* You may report the incident to one of the College's Victim's Advocates to assist you in:
  - Obtaining medical and/or psychological care;
  - Reporting the incident to the police;
  - Reporting the incident to the Office of the General Counsel;
  - Contacting off-campus resources such as rape crisis centers or support groups;
  - Addressing academic concerns; and
  - Exploring interim and remedial measures, such as obtaining a no-contact directive, making alternative housing arrangements, modifying academic schedules and addressing other academic concerns such as absences, missed assignments, grades, incompletes and withdrawals.
- b. **Call the compliance hotline: 1-800-695-1534 (all calls are confidential);**
- c. *Contact Law Enforcement.* Report on-campus incidents to Meharry Medical College Department of Campus Safety and Security (MMC DCSS) officers by calling (615) 327-6666. For off campus incidents, call 911.

**Why should you report the incident to MMC DCSS?** Reporting an incident to MMC DCSS helps:

- Apprehend the alleged assailant;
- Preserve future options regarding criminal prosecution, College disciplinary action and/or civil action against the perpetrator; and
- Protect you and others from future sexual assaults or misconduct by the same person.

7. Meharry Medical College Department of Campus Safety and Security officers and the Metro Nashville Police Department are available to take you to the hospital or to a local hospital or Crisis Center for a medical examination.

**What happens when you report the incident to the MMC DCSS?** When an incident is reported, a MMC DCSS officer will inform you about college and external resources that are available to you, including information concerning the preservation of evidence, obtaining medical care and contacting the College's Victim's Advocate(s). The officer will also complete an Incident Report. Primary responsibility for the investigation of sexual offense cases rests with the Metro Nashville Police Department. Meharry Medical College officers will make arrangements for a victim to meet with an officer for Metro Nashville, who will prepare a written report. The report will be important to you in case you wish to bring charges, immediately or at a later date. You may be asked questions about the scene of the crime, witnesses and what happened before and after the incident. You should be aware that the Incident Report registered with Meharry Medical College Department of Campus Safety and Security and the report made to the Metro Nashville Police Department are considered part of the public record, which means they would be made available to any Tennessee citizen upon request. It is always your option whether to notify the Meharry Medical College Department of Safety and Security or Metro Nashville Police.

# **Additional Student Policies & Procedures**



## Dress Code

Students of Meharry Medical College, at all levels of education and training, are expected to always maintain a proper professional image in their behavior and personal appearance. Please refer to the Policies and Procedures manual of your respective School for more detailed information on the dress code.

## Student Code of Professional Conduct: Honor Code

**Purpose:** The Student Code of Professional Conduct and Honor Code of Meharry Medical College is promulgated so that student academic affairs are conducted under the highest standards of individual responsibility. The Student Code of Professional Conduct and Honor Code promotes personal honor and integrity, in the best traditions of the health sciences professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe to and uphold this Honor Code, Meharry Medical College students assume the responsibility for the implementation of the Honor Code and their own academic and professional honesty and integrity. Students are required to sign the honor code pledge at Meharry Medical College. Faculty and staff also have a responsibility to participate in the implementation, enforcement and application of the Honor Code.

**Accountability:** By direction of the President of Meharry Medical College, the Office of the General Counsel shall ensure compliance with this policy.

### Definitions

1. "Code of professional conduct" is a series of principles and rules that govern professional interactions. Such principles include both obligatory and desirable components. Obligatory behaviors refer to necessary professional behaviors which are required by ethical principles, and which form the foundation of professional practice, teaching and learning. Desirable professional behaviors refer to components which enhance professional excellence. Honesty is a central element of each component.
2. "Exoneration" is committee clearance of alleged violations.
3. "Suspension" is defined as temporary exclusion from academic, research and/or clinical activities.
4. "Probation" is a period in which student must remain free of violations prior to reinstatement or removal of restricting conditions.
5. "Reprimand" means written censure for specified college regulatory violations.
6. "Restriction of Privilege" is defined as loss or diminution of academic, research and/or clinical activities for a prescribed period of time.

### Policy

Meharry Medical College reserves the right to reprimand, require withdrawal or to dismiss any student for unprofessional conduct or behavior. Among the behaviors which may lead to disciplinary action are cheating, deception, sexual harassment, fraud, destruction of property, substance or alcohol abuse and criminal activity.

### Specifications

Accusations involving students will be transmitted in writing to the College's Student Discipline Committee. Any individual may inform any committee member of alleged violations. Immediate action may be taken for emergency infractions/violations until a formal disciplinary hearing can be conducted. The Committee will review referred cases and take appropriate action. Students may appeal any discipline committee action by written communication to the President of the College. The procedures for review and appeal of disciplinary actions are published in the Policies and Procedures Manual of each school.

As members of the College academic community, students are subject to the obligations and responsibilities which accrue to them by virtue of this membership. The demonstration of appropriate conduct and exercise of applicable responsibilities is expected.

Students, faculty, staff and/or test administrators must report observed violations to a member of the school Honor Council, in accordance with Honor Code procedures. Any alleged violation shall be immediately reported by the President of the Honor Council or Faculty Advisor to the principal clinician or scientific investigator, after the alleged violation is received.

Breach of rules, regulations, policies and procedures governed by the disciplinary procedure shall include, but is not limited to:

**Furnishing False Information.** It shall be a breach of conduct for any student to intentionally:

- Furnish false information to the College with the intent to deceive, forge or in any way alter or falsify documents or evidence required for admission to the College.
- Give false information or testimony during the investigation or hearing of a disciplinary matter.
- Forge, alter, destroy, damage or misuse College documents, records or identification.
- Present the work of another individual or source as one's own concepts or ideas.
- Submit for credit any academic work for which credit has previously been obtained or that is being submitted to another course or assignment.
- Falsify or alter any institutional, research and/or academic record or make use of such forged or altered records.
- Remove or destroy information related to patient treatment or one's own academic or clinical work.
- File false charges or accusations against another individual.

**Theft or Misappropriation of Funds.** It shall be a breach of conduct for any student to intentionally engage in the following:

- Theft, destruction or damage of intellectual or informational property of the College or an affiliate's property.
- Theft or misappropriation of school funds.
- Theft, destruction or damage of college property.
- Theft, destruction or damage of the property of another person.
- Theft of supplies, property, equipment or examinations.

**Breach of Rules.** Breach of recognized ethical and professional standards applicable to health professional schools includes, but not limited to, the following:

- Unauthorized entry to college facilities and/or possession of keys to college facilities.
- Failure to comply with directives of college officials acting in the performance of their duties.
- Violation of written College policies and regulations.
- Violation of the terms of probation.
- Attempt to commit or to be accessory to the commission of any act in violation of this or other standards of conduct.
- Breach of any municipal, state or federal laws, rules, regulations ordinances on college property.
- Breach of rules of any institution while on rotation at that institution.

**Physical Assault.** Physical assault of any person on college-owned or controlled property or conduct which threatens or endangers the health or safety of any person will be considered a breach of conduct.

**Examination Dishonesty.** Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Examples of examination dishonesty include:

- Communication with another student in any manner during an examination;
- Copying material from another student's examination;
- Permitting a student to copy from an examination;
- Use of unauthorized books or notes; falsification/misrepresentation of academic or clinical performance;
- Impersonation of another student at any examination or other form of academic work;
- Interference with an instructor's administration of an examination

- Giving and/or receiving aid during an examination.

**Improper Patient Care.** Improper patient care includes, but is not limited to, the following:

- Failure to provide care for assigned patients or to carry out assigned activities.
- Failure to respect patient and/or professional confidentiality.
- Unsupervised patient care.
- Provision of patient care or conduct of professional activities when physical, mental or emotional factors may compromise adequate care or results.
- Willful disregard of patient care/other directives from supervising faculty.
- Rendering of patient care or other professional activities when under the influence of alcohol or other drugs.

**Sexual Harassment.** Sexual harassment is prohibited by college policy and by law. Sexual harassment is defined as any sexual solicitations, advances, remarks or actions that are demeaning or intimidating. Sexual harassment constitutes any sexual attention that is unwanted, deliberate and/or repeated advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission of such conduct is made explicitly or implicitly the terms or conditions of an individual's employment or academic standing;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decision affecting an individual; or
- Such conduct has the purpose of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive environment for working or teaching and learning.

Responsibility for implementing the Sexual Harassment and Gender Based Violence Policies is delegated by the President to the General Counsel for assuring implementation of the policy. The complete policy on sexual harassment is presented in The College Policy Manual and the Academic Policy and Procedure Manual for each school.

**Substance/Alcohol Abuse.** The following behaviors constitute conduct code violations:

- Possession of illegal drugs/substances
- Sale of illegal drugs/substances
- Drunken or disorderly conduct on the campus or affiliate site

Violation of provisions of the Code of Conduct shall result in the imposition of one or more of the disciplinary actions set forth in the Substance Abuse Policy and Drug-Free Workplace Statement, which is presented in the College Policy Manual and the Academic Policy Manual for each school. Violation of these standards of conduct may result in severe criminal penalties under local, state and federal law.

**Disruptive and Uncooperative Behavior.** Persistently calls your office and hampers your ability to continue normal work or to assist other students or staff. Conduct that has the purpose or effect of disrupting or interfering with the requirements or operations of any academic or non-academic activities or operations, including without limitation teaching, learning, research and/or administration.

## Non-Academic Disciplinary Action

### Student Disciplinary Committee

Accusations involving violation of the College's Code of Professional Conduct and Honor Code must be transmitted in writing to the College's Student Disciplinary Committee (SDC).

The SDC is appointed by the President and is comprised of seven (7) members of the Meharry Medical College community, two (2) faculty members from each school and one (1) student. Members are appointed for a two-year term with the exception of the student member who is appointed for one-year.

The College makes every effort to protect the privacy of the individual(s) involved in disciplinary actions. The location and time of the SDC hearings are not made public and each member is required to sign a confidentiality agreement, which requires that the names of individuals appearing at the committee hearings not be disclosed.

\*Please refer to the College's Academic Catalog for the full policy.

\*Please refer to your respective School's Academic Policies & Procedures Manual for Academic Disciplinary Action and Appeals policies.

### **PLEDGE OF THE HONOR CODE**

All Meharry Medical College students are bound by this Honor Code and pledge to act in accordance with the highest principle of ethical and professional conduct. These principles condemn any act of dishonesty relating to the academic, clinical, research and professional program at Meharry Medical College.

I have read carefully the honor code of Meharry Medical College and understand its meaning and significance. I agree to abide by this Honor Code while a student at the College and agree to accept all its implications without reservation.

Name (Print): \_\_\_\_\_

Student ID (M#): \_\_\_\_\_

School: \_\_\_\_\_

Department (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Criminal Background Checks Policy and Procedure

## Policy Statement

Increasing numbers of hospitals and clinical partners of Meharry Medical College are requiring criminal background checks (CBCs) for students assigned to complete clinical rotations, electives at their facilities, summer research and internships.

To meet these additional requirements, standardize the criminal background check process and minimize the need for students to do multiple criminal background checks, Meharry Medical College will facilitate a criminal background check process for students as outlined below. **A registration hold will be placed on the student accounts who do not authorize the background check by the deadline communicated.** One comprehensive fee covering all components of the criminal background check will be assessed to the students' fee schedule each year as well.

## Authorization and Fees

### School of Dentistry

ADEA initiates background checks using Certiphi Screening, Inc. for all students admitted to Meharry Medical College School of Dentistry through AADSAS. The Office of Student Life initiates criminal background checks for all second- and third-year dental students in March of each year. **Fees:** Assessed to all first, second- and third-year dental students.

### School of Graduate Studies & Research

First year applicants admitted to the MHS and MSPH and Ph.D. programs will be required to initiate criminal background checks upon notice of conditional admission to the School of Graduate Studies & Research and in March of each year for continuing MSPH and Ph.D. students. **Fees:** assessed to all returning MSPH and Ph.D. students. First year students will be asked to submit a background check once admitted.

\*Meharry Medical College resident physicians participating in the MSPH program are screened by Human Resources before being hired and will not have to undergo an additional screening.

### School of Medicine

AAMC initiates background checks using Certiphi Screening, Inc. for all students admitted to any of the medical schools through AMCAS. After a student matriculates at Meharry, the School of Medicine Student and Academic Affairs Office communicates the process for criminal background checks for all third- and fourth-year medical students. **Fees:** There are no fees assessed to the students' fee schedule for medical students. Students are asked to pay upon initiation of the CBC. For questions or concerns about payment for student CBCs for the School of Medicine, please contact the Student and Academic Affairs Office at (615) 327-6413.

## Scope

The scope of the criminal background check will include:

**Social Security Number Validation** - This service confirms whether the applicant's Social Security Number is valid according to the Social Security Administration's formula. Includes the results of five separate checks: state issued, date issued, date of birth scan, death index search and analysis against the Social Security Administration's algorithm for issuing numbers.

**Social Security Number Verification** - This service helps verify the applicant's identity by confirming whether the applicant's Social Security Number matches his/her name, address and Social Security Number data obtained through one of the three major credit bureaus. We can provide you with the "raw" data or analyze the data against the information provided by the applicant.



County Criminal Records Search - A search of county felony and misdemeanor records, directly through the courthouse. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.

Statewide Criminal Records Search - A statewide search of felony and misdemeanor records, directly through state repositories or court systems. Not available in all states. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.

Federal Criminal Records Search - A search of federal felony and misdemeanor records, directly through the PACER system or the federal courts. Records are verified using key identifiers (name, date of birth, Social Security Number, address) before reporting. Results include accurate and complete, easy-to-read descriptions of all cases located, as well as their final disposition.

National Criminal File Search - This search is an instant, multi-jurisdiction database search of more than 194 million criminal records. Most effectively used as a prescreening tool or to supplement standard criminal searches.

Sexual Offender Registry Search - A name search performed at the national level directly through registries of individuals who have been convicted of certain sexual offenses and are required to register under applicable state laws.

**OIG/EPLS Search** - Certiphi offers an OIG/EPLS search that includes both the HHS Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE) and the General Services Administration's (GSA) Excluded Parties List (EPLS). Our service searches applicants against this list to ensure they are not precluded from being hired by a healthcare organization and provides the tracking and auditing capabilities healthcare organizations need to ensure compliance with applicable federal regulations.

### **Vendor**

Certiphi Screening, Inc. has been retained to perform the student criminal background checks. Certiphi exclusively serves the healthcare industry and is affiliated with the American Hospital Association (AHA) and the American Society for Healthcare Human Resources Association (ASHHRA).

### **Results Reporting**

Results of the criminal background check will be made available to schools, companies, clinical partners and hospitals as students are assigned to each facility, school or company for clinical training, summer research, internships and/or externships. Each company, school or facility will have access to the report results and will make the final determination if a student is eligible to rotate or work with them.

### **Applicant Information Release**

Attached is a copy of the Applicant Information Release form that will be required of all students. You will not be required to sign a paper form. Certiphi can obtain your release and consent electronically; see section **F.** for more information. The criminal background checks should be complete within 10 days of Certiphi's receipt of the release form. There may be a few isolated exceptions to this timeframe.

### **Administration Process**

The Criminal Background Check process will be administered through the Department of Student Services under the direction of the Director of Student Life for continuing students and the Director of Admissions and Recruitment for admitted students.

You will receive an email similar to the message below during the month that your background check will need to be completed.

Meharry Medical College has asked that you use the Application Station - Student Edition to complete necessary screening services through Certiphi Screening, Inc. To do so, please follow the instructions below:

1. Click the link below or paste it into your browser: <http://www.applicationstation.com>
2. Enter the Code: **MEHARRYDENTAL** (dental students) or **MEHARRYGRADUATE** (graduate students) in the Application Station Code field.
3. If you have not already created an account for yourself, click the "SIGN UP NOW" button to do so. Otherwise, just click the "SIGN BACK IN" button to login using your Username and Password.
4. Follow the instructions on the Application Station web site. (The process will include obtaining your release and consent electronically.)

If you have technical issues visiting the Application Station site, please contact Application Station Support at: 888-291-1369 x2006.

Thank You,

Application Station – Student Edition

**Meharry Medical College Contact for Newly Admitted Students**

April Curry, Ph.D.

Director of Admissions & Recruitment

(615) 327-6998

[admissions@mmc.edu](mailto:admissions@mmc.edu)

## **Leave of Absence**

A leave of absence is an interruption of the normal course of study requested by the student and requiring prior approval by their respective dean. All leaves of absence must be requested in writing and addressed to the Dean of Academic Affairs. In most cases, a leave of absence cannot extend past one calendar year. A request for an extension of the leave will be at the discretion of the Dean. A leave of absence from the College is given only to students who are in good academic standing. During a leave of absence, the student is not enrolled and therefore not allowed to sit for board examinations.

All requests for a return from a leave of absence must be in writing and received by the respective school dean before the expiration of the leave. Additional information about conditions and timelines for requesting and returning from a leave of absence is provided in each School's Academic Policies and Procedures Manual.

## **Involuntary Leave of Absence**

Meharry may place a student on involuntary leave of absence from their academic program when the student: (1) poses a direct threat to the health and safety of self or others; and (2) is not able or not willing to take a voluntary leave of absence. This form of leave may not be used in lieu of disciplinary actions to address any violation of the College's rules, regulations, policies or practices. A student who is placed on involuntary leave while on academic and/or disciplinary status will return to the same status.

To view the policy in its entirety, please refer to the College's Academic Catalog.

## **Continuous Enrollment Policy**

### **Purpose**

This policy provides guidelines for students to remain enrolled throughout their progress towards degree completion.

### **Policy Statement**

Unless on an approved leave of absence, students must register each semester and maintain an enrolled status until all requirements have been completed.

### **Procedure**

All students must be in an official enrollment status, i.e. registered and enrolled or on an official leave of absence (see Leave of Absence Policy) to be considered a student at

Meharry Medical College. Please note, students on a Leave of Absence are not permitted to sit for any Boards (i.e. USMLE, NBDE).

Any student not enrolled for two consecutive semesters and not on an official leave of absence will be administratively withdrawn. A warning letter will be sent during the first semester of non-enrollment.

Any student administratively withdrawn must petition their respective School in writing for reinstatement to an active status.

Any student not enrolled for more than three semesters must reapply for admission through the normal admissions process under the current admissions requirements and standards. Credit for coursework already completed will not be automatically guaranteed.

# **Substance Abuse Policy**

## **Purpose**

Meharry Medical College (MMC) is committed to creating and maintaining an environment free of substance abuse (alcohol and chemical dependencies). MMC complies with Tennessee law and other applicable regulations governing alcoholic beverages and use of illicit substances. MMC regards substance abuse as an illness, which may respond to medical treatment and this policy seeks to allow any student suffering from this illness the opportunity to receive the same careful consideration and referral for treatment as those having other illnesses. Student status will not be jeopardized by a voluntary request or referral for diagnosis and treatment of alcoholism or chemical dependency.

## **Policy Statement**

Students found in violation of this Policy may be subject to corrective action up to and including dismissal, as described in the Student Code of Professional Conduct. MMC reserves the right to exercise discretion in the imposition of disciplinary sanctions.

It shall be a violation of the Student Code of Professional Conduct to possess, distribute or consume any illegal drug on campus. Violation of these provisions shall result in the imposition of one or more of the disciplinary actions set forth in the Student Code of Professional Conduct Policy. Violation of these standards of conduct may result in severe criminal penalties under local, state and federal law. Federal legislation requires that these penalties be set forth in writing.

The use and/or distribution of illicit drugs on campus or at any college-sponsored activity may result in required participation in a treatment program, suspension, expulsion, termination and/or referral of the matter for criminal prosecution.

Much has been written in the press about the prevalence and effects of substance abuse in our society. While we are not aware of widespread alcohol or drug abuse at Meharry Medical College, it would be naïve to assume that no problems exist. Each student has a responsibility to pursue his/her academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. Meharry has instituted this policy to address the risk of substance abuse at the college and to make certain that a high quality of academic achievement and integrity is maintained.

## **Definitions**

Alcohol and chemical dependencies are defined as illnesses in which a student's use of alcohol or other chemicals interferes with his/her academic and/or clinical performance, interpersonal skills and relationships.

## **Procedure**

1. When a student is suspected to have an alcohol or chemical dependency problem, it should be discussed with the Student Affairs office in the respective school and/or the Counseling Center. As with any apparent medical problem the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.
2. When a student's performance is unsatisfactory and it has been medically determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to administrative leave of absence with reevaluation prior to reinstatement.
3. Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary sanctions including dismissal. This information will be treated as confidential.
4. It shall be the responsibility of each student who observes or has knowledge of another student in condition which impairs the ability to perform academically or who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to the Student Affairs Office in the respective school and/or Counseling Center.

5. Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption shall be subject to disciplinary sanctions including possible dismissal.
6. The off-campus use of alcohol or illegal drugs which results in impaired academic performance or interpersonal relationships, may be grounds for disciplinary sanction including possible dismissal.
7. The illegal use, sale or possession of narcotics, drugs or controlled substances while on college and/or hospital premises are grounds for disciplinary sanction including possible dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus is also grounds for disciplinary sanction including possible dismissal.
8. Where there is reasonable suspicion of a violation of this policy and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in their possession or control, vehicle and/or personal area will be subject to immediate disciplinary sanctions including dismissal.

The institution earnestly solicits the understanding and cooperation of all students in implementing the policies set forth herein. Questions regarding this policy and its application should be directed to the Student Affairs Office in the respective schools and/or the Counseling Center, with assurance that inquiries will be kept confidential.

## **Smoke-Free Campus**

As an institution committed to providing quality in its health care services and health professions education, Meharry Medical College tries to provide an environment which is conducive to good health. Accordingly, as of January 1, 2010 Meharry Medical College implemented a smoke-free policy campus wide. While there has been a ban on smoking inside of the buildings for years, this new policy prohibits smoking anywhere on the property of Meharry Medical College for employees, students, physicians, patients, visitors and anyone else on the premises.

The sale of any and all tobacco products is prohibited on the campus of Meharry Medical College.

## **Use of Alcoholic Beverages Policy Guidelines**

Consumption of alcoholic beverages on any Meharry Medical College facilities shall be in strict accordance with the following policy guidelines:

1. Approval of request to serve alcoholic beverages shall be limited to wine and beer.
2. All requests to serve alcoholic beverages must be made five (5) days in advance of the event as a part of the initial Request Form to the Office of External Affairs and Special Events, (Office of the President).
3. The Office of General Counsel shall take under advisement extraordinary requests to serve alcoholic beverages other than wine and beer.
4. Alcoholic beverages may not be sold on campus.
5. Approved alcoholic beverages may not be served at events which will include attendees under 21 years of age.
6. It is the responsibility of the person(s) or organization(s) sponsoring an event to observe the laws of the State of Tennessee and Meharry's regulations regarding consumption of alcoholic beverages.
7. Approved alcoholic beverages may not be served during the times when classes are normally in session (Mondays through Fridays from 8:00 a.m. to 5:00 p.m.)
8. The serving of approved alcoholic beverages in laboratories, classrooms, lecture halls and patient areas is expressly prohibited.
9. All events at which approved alcoholic beverages are served must also have non-alcoholic beverages available.

**\*For student organizations, requests must be submitted 30 days in advance.**

## Student Travel

All students traveling on behalf and/or as a representative of Meharry Medical College must abide by the Institutional Travel Policy available on the Meharry Intranet under Policies, Finance, Travel Policy.

<http://intranet.mmc.edu/forms/fpaa.html>

In addition, students who wish to study abroad by way of student organized, church organized, physician organized, etc. mission trips, must complete a Mission Trip Information Form available in the Office of Student Life and have it signed by the Student and Academic Affairs Dean and/or Dean of their respective school and return it to the Office of Student Life for routing to Risk Management and other approving officials. In addition, the student(s) must complete a travel authorization form as outlined in the Institutional Travel Policy before departure.

Students must be aware of host country laws and when applicable, host institution policies and procedures. Students should be informed of the consequences of breaking these laws, policies and procedures by the trip advisor.

## Office of the General Counsel – Compliance International Travel Policy & Procedure

**Purpose:** This policy provides guidelines for students and faculty who are traveling abroad on behalf of Meharry medical College.

### Policy Statement

International medical experiences offer outstanding learning opportunities and adventures; however, they should not be undertaken without adequate investigation. Students and faculty must insure the trip will be educational, well-supervised and respectful of the limits of students at various levels of training, sensitive to the needs of the community and, of course, safe. Students are expected to be academically sound and have no deficiencies in coursework to obtain approval. The following are the steps needed before any international travel commences. Plan to complete the steps below at least **4-weeks** before you travel.

### Procedure

1. Submit a proposal to the Office of the Dean detailing the purpose of the trip. The proposal should include the dates and location of travel.
2. The Office of the Dean of the traveler's school shall submit, in writing, their approval along with an International Externship Agreement or a Memorandum of Agreement between Meharry and the Affiliate to the Office of General Counsel. Additionally, written approval from the President along with the President's signature on the Authorization Travel Form shall be submitted. The Agreement shall include the purpose for providing the supervised practical and clinical experiences, effective dates of the Agreement and include the specific responsibilities of MMC, the affiliate and any mutual responsibility, if applicable.
3. In addition to the Agreement, the following information should be forwarded to the Office of General Counsel:
  - The number of student participating;
  - The number of faculty members participating;
  - How many times students/faculty will travel to the location during the academic year;
  - Whether participating students are also Meharry employees;
  - Whether students will receive a salary, if so, how much;
  - Where the group will reside (i.e. hotel, college campus, private home) and address for the international location;
  - Written verification that all insured persons will be accommodated and working behind gated compounds with on-site security;
  - If services performed are not within a gated secure compound, a written verification confirming armed security will be present with group while working at non-secured sites;
  - Written verification that all transportation will be provided by local national drivers). Travelers are not permitted/covered as international drivers;

- Written notification of distance between residential site and external work site; and
  - An evacuation plan.
4. A representative from the traveler's sponsoring department must contact the Department of Compliance and Risk Management at 615.327.6444 or via email [jbrown@mmc.edu](mailto:jbrown@mmc.edu) and submit the names of the individuals who are travelling on the proposed trip, itinerary (i.e. airline ticket, hotel information, daily schedule, dinner, etc.). This information shall be submitted to the insurance broker for review and processing. Cost for the international travel insurance must be applied to a department account.
  5. Travelers should check the US State Department's website for travel advisories and consider registering their travel through their STEP program. Any travel to countries where the US Department of State has issued a travel warning must have additional approval from the Office of General Counsel. Check passport and VISA requirements and order appropriate document at: <http://travel.state.gov>.
  6. Schedule appointment with Student Health Services to receive vaccines or prophylaxis as needed.
  7. Scan a copy of all travel documents, especially passport information, and email them to yourself in case of theft or loss while you are abroad.

## Sexual Harassment Policy

*^Below is a condensed version of the policy. The entire policy is published in each School's Academic Policies & Procedures Manual.*

This policy is intended to ensure that Meharry Medical College provides and maintains an environment that is appropriate to its educational mission and free from harassment and intimidation. This policy also ensures that the College is in compliance with its legal and ethical obligations, that policies exist to respond to allegations of sexual harassment and that all persons are provided information about this policy. Teaching and learning can best be accomplished in an environment of understanding and mutual respect for the dignity and rights of each individual. Thus, this sexual harassment policy applies to all administrative officers, faculty, staff, residents, students, persons seeking admission to or employment at Meharry Medical College, vendors, consultants, independent contractors and all others acting on the College's behalf.

### Laws Relating to Sexual Harassment

Sexual advances toward a student that become a condition of employment (or academic success) or unwelcome physical or verbal behavior of a sexual nature which has the purpose or effect of creating an atmosphere of intimidation violate the law. **In the work environment**, sexual harassment is a violation of **Title VII** of the Civil Rights Acts of 1964. **In a classroom setting**, sexual harassment is a violation of **Title IX** of the Education Amendments of 1972. In addition, sexual harassment may also violate Tennessee state law.

### Accountability

Responsibility for implementing this policy is delegated by the President to the Vice President for Administration and the General Counsel for assuring implementation of this policy.

### Definition

*Sexual harassment* – Sexual harassment is defined as any sexual solicitations, advances, remarks or actions that are demeaning or intimidating. Sexual harassment constitutes any sexual attention that is unwanted, deliberate and/or repeated advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made explicitly or implicitly the terms or condition of an individual's employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or educational decision affecting an individual; or (3) such conduct has the purpose of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive environment for working or teaching and learning.

### Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.
- Direct proposition of a sexual nature and/or sexually suggestive or obscene gestures.
- Subtle pressure for sexual activity, such as repeated or unwanted stares.



- Conduct intended to discomfort or humiliate, that includes comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.
- Suggestive or inappropriate communications, notes, letters or other written materials displaying objects or pictures that is sexual in nature that would create a hostile or offensive work or learning environment.
- Physical assault or attempted or actual kissing, fondling, pinching or other inappropriate touching, such as brushing against the body.
- Remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience.

## Office of General Counsel/Compliance

### Sexual Misconduct Policy and Grievance Procedures

#### Purpose

The policy was created and approved to comply with the requirements of Title IX and the Violence Against Women Act; to define what forms of sexual conduct is prohibited by Meharry Medical College ("MMC"); to set forth the manner in which allegations of sexual misconduct will be addressed by the College; and to provide resources for victims and those accused of sexual misconduct.

#### Scope

This policy applies to all students, administrators, faculty and staff of MMC.

#### Introduction

Meharry Medical College (MMC) defines sexual misconduct as any wrongdoing of a sexual nature. This encompasses sexual exploitation, harassment, violence, non-consensual sexual contact and non-consensual sexual intercourse. MMC considers sex discrimination in all its forms to be a serious offense. Sexual Misconduct violates MMC's sexual discrimination policy and Federal Civil rights laws. MMC is committed to creating a safe and responsible environment by fostering a community that promotes prompt reporting of all types of Sexual Misconduct and fair and timely resolutions.

As a recipient of Federal funds, MMC is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. To ensure compliance with Title IX and other federal and state civil rights laws, MMC has developed policies and procedures that prohibit sex discrimination in all of its forms. This policy extends to employment with and admission to the College. Consistent with due process, all accused are presumed innocent until proven otherwise under this Policy.

#### Definitions

##### Definition of Prohibited Conduct

##### A. Harassment

1. MMC defines **harassment** as any unwelcome conduct based on sex or on gender stereotypes as verbal or physical conduct based on a person's race, color, religion, creed, ethnicity, gender or gender identity, age, sexual and affection orientation/associations, genetic information or mental/physical disabilities that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance or that creates an intimidating, hostile or offensive working, educational or living environment, from both a subjective (the complainant's) and an objective (any reasonable person's) viewpoint.
2. MMC defines **non-discriminatory harassment** as verbal or physical conduct that is sufficiently severe, pervasive, persistent or patently offensive that it has the effect of unreasonably interfering with that person's work or academic performance or that creates an intimidating, hostile or offensive working, educational or living environment, from both a subjective (the complainant's) and an objective (any reasonable person's) viewpoint.

3. MMC defines **sexual harassment** as unwelcome verbal or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile or offensive working, educational or living environment. A form of quid pro quo (this for that) sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action or the threat of such adverse action or limits or denies an individual's educational or employment access, benefits or opportunities.
4. MMC defines **retaliatory harassment** as verbal or physical conduct that occurs in response to a complaint of harassment. Zero tolerance extends to those who retaliate for complaints of harassment. MMC views retaliatory harassment to be just as severe as the initial harassment itself.

## **B. Sexual Misconduct**

Sexual Misconduct is a broad term encompassing sexual exploitation, harassment, non-consensual sexual contact and non-consensual sexual intercourse. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women and it can occur between people of the same or different sex.

In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is permission, freely given by word or action, by both participants in a sexual activity. Since two people may experience the same interaction in different ways, it is the responsibility of both parties to make certain that the other has consented before engaging in any sexual activity. Silence cannot be assumed to show consent. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity and consent may be withdrawn at any time. Persons using alcohol or other drugs are considered unable to give consent if they cannot appreciate the nature and implications of a sexual interaction. All individuals who consent to sex must be able to understand what they are doing. In order to give consent, one must be of legal age, which is 18 in the state of Tennessee.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. Coercive behavior differs from seductive behavior in the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants it to stop or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

Persons who have sexual activity with someone whom they know to be - or could reasonably be expected to know to be - mentally or physically incapacitated (substantially impaired by alcohol or other drug use or unconscious) are in violation of this policy. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint or from the taking of so-called "date rape" drugs. Possession, use and/or distribution of any of these substances (including Rohypnol, Ketamine, GHB, Burundanga and others) is prohibited and administering any of these drugs to another for the purpose of inducing incapacity is a violation of this policy.

1. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman, without effective consent.
2. Non-Consensual Sexual Penetration refers to any sexual penetration (anal oral or vaginal), however slight, with any body part or object by a man or woman upon a man or woman, without effective consent.
3. Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g., permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

## **Consensual Relationships**

MMC does not intrude upon personal relationships that do not violate the policies of the College, cause harm to the safety of the MMC community or increases the risk of harm to the safety and well-being of the MMC community. Consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party

are unethical, create a risk for real or perceived coercion and are expressly a violation of the College's Amorous Relationship Policy. Therefore, person with direct supervisory, evaluative, grading or academic advising responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor or the Deans (if relationship involves a student) and will likely result in the necessity to remove the employee from the supervisory, evaluative, grading or academic responsibilities.

## **Procedure**

### **Reporting Guidelines**

#### **A. Reporting an Incident of Sexual Misconduct**

Employees and students have a duty to report violations of this policy immediately upon receiving a compliant for sexual misconduct or observing or learning of conduct that is reasonably believed to be in violation of this policy. The Office of Human Resources (615.327.6336), the Office of the Dean in his/her schools; Office of Student Affairs (615.327.6435) the General Counsel's Office (615.327.6102), the Title IX Coordinator (615.327.6552) and Campus Safety & Security (615.327.6254) are equipped to receive such reporting. The Office of General Counsel shall be contact for any allegation(s) involving a faculty member.

#### **B. Other Reporting Options**

In addition to the duty to report sexual misconduct to the proper College representatives, in some circumstances there is a duty to report allegations of criminal conduct to law enforcement. A victim of sexual misconduct has the option to report the incident to the appropriate local law enforcement for the purpose of filing a criminal complaint and/or seeking and enforcing a no contact, restraining or similar court order and has the right to be assisted by the College in exercising this option. Please call 911 or the Metro Nashville Sexual Abuse Unit at (615.862.7540).

A criminal investigation into an allegation of sexual misconduct does not relieve MMC of its duty and authority to conduct its own review of a compliant. The College will not wait for the conclusion of a criminal investigation to begin its own prompt investigation and resolution of an allegation of sexual misconduct. Conduct that may not be subject to criminal prosecution or sanctions may still be addressed through the College's disciplinary process and/or findings of "not guilty" in a criminal case does not preclude a finding of responsibility in a campus disciplinary proceeding for violating MMC policy. Victims are advised to preserve physical evidence to support their compliant in the event they wish to pursue criminal actions.

### **Retaliation**

MMC will take steps to prevent and address any form of retaliation against the complainant. Information about the College's stance on retaliation can be found at <http://intranet.mmc.edu/policies/policies/compliance/nonretaliationreporting.pdf>

### **Rights Afforded to Sexual Assault Complaints**

Victims of sexual assault are entitled to specific rights, these rights include:

- The right to a prompt and equitable investigation and resolution of a compliant
- The right to file a complaint with the appropriate local law enforcement authorities for the purpose of filing a criminal complaint and/or seeking enforcing a no contact, restraining or similar court order.
- The right to be assisted by the College in seeking assistance from the local law enforcement.
- The right to request and receive a change in his/her living situation if such a change is reasonably available.
- The right to request and receive a change in his/her academic situation if such a change is reasonable.
- The right to be referred to on and off campus counseling, mental health or other student services for victims of sex offenses.
- The right to file a complaint on campus and to avail him/herself of the process for doing so including, but not limited to, adequate reliable and impartial investigation of the complaint; an equal opportunity to present relevant witnesses and other evidence;
- The Family Educational Rights and Privacy Act (FERPA) permits a school to disclose to the student victim information about the sanction imposed upon a student who was found to have engaged in volatile behavior when the sanction directly relates to the victim. Furthermore, when the conduct involves allegations of a crime of violence or a

non-forcible sex offense, a post-secondary institution is required to simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.

### **Resolution of Sexual Misconduct Complaints**

MMC will act promptly in response to information that an incident of an assault, harassment or other form of sexual misconduct has occurred. Any conduct that is in violation of the Sexual Misconduct policy will be investigated and addressed in a timely manner.

#### **A. Confidentiality**

If a complainant request confidentiality or asks that the complaint not be pursued, MMC will take all reasonable steps to conduct the investigation and respond to the complaint within the conditions requested. If the complainant insists that their name or other identifiable information not be disclosed to the alleged perpetrator, the investigator must inform the complainant that MMC's ability to respond may be limited due to the restriction. MMC must evaluate all requests in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Therefore, all requests for confidentiality will be weighed against the following factors:

- The seriousness of the alleged harassment
- The complainant's age
- Whether there have been other complaints about the same individual; and
- The alleged perpetrators' rights to receive information about the allegation under FERPA.

If MMC cannot ensure confidentiality, the investigator will inform the complainant. If disciplinary action cannot be taken against the alleged perpetrator because of the complainant's insistence of confidentiality, MMC may pursue other steps to limit the effects of the alleged conduct and prevent its recurrence.

#### **B. Investigation of Sexual Misconduct**

Step One: Investigation. Any individual can contact any of the designated offices under "Reporting Guidelines" to report allegations of sexual misconduct. The report is given to a designated Title IX coordinator to investigate. The Title IX investigator will conduct a prompt investigation. All initial investigations are thorough and impartial and conducted in a manner in which the Title IX investigator deems appropriate. If warranted, preliminary administrative actions (e.g. interim suspension, restricted access to campus facilities, no contact orders, academic modification, etc.) may be taken to preserve the safety and continuity of the College.

Step Two: Informal Resolution. With the consent of the complainant and the alleged perpetrator and if the Title IX coordinator in consultation with the Office of General Counsel and the appropriate Office of the Dean, deems the circumstances to warrant doing so, a matter may be resolved through non-disciplinary interventions (e.g., educational, counseling, academic accommodations). A complainant has the right to end the informal process at any time and begin a formal student conduct proceeding. Mediation, even on a voluntary basis, is not an appropriate means of resolving a sexual assault complaint.

#### Step Three: Formal Student Conduct Action (if initiated)

Should informal resolution be inappropriate or unattainable, the matter will be referred to MMC's Student Disciplinary Committee (SDC). The Committee is composed of two faculty members from each school and one student. Additionally, for Title IX matters only, a Title IX coordinator will be a non-voting member of the Committee.

#### **C. Standard of Evidence**

MMC utilizes a standard of preponderance of the evidence (i.e., it is more likely than not that the sexual assault, harassment or another form of sexual misconduct occurred) when reviewing a complaint.

#### **D. Disciplinary Sanctions**

The specific sanctions available to the SDC many differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students determined to have violated this policy can include a range of sanctions including, but not limited to, warning, censure, education/counseling, disciplinary probation, suspension or dismissal.

#### **E. Notification**

When the conduct involves allegations of a crime of violence or a non-forcible sex offense, MMC is required to simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether MMC concluded that a violation was committed.

#### **F. Support Resources**

Many services, including resources for medical and emotional wellbeing, are available to victims of sexual assault, harassment and other forms of sexual misconduct. Contact information and general advice on how to seek assistance for yourself or another person who has been a subject of sexual assault, harassment or any other sexual misconduct can be obtained from one of the offices listed below.

#### **Title IX Coordinator Offices**

Office of the General Counsel: 615.327.6552 or 615.327.6921

Registrar's Office/Student Services: 615.327.6806

Office of Human Resources: 615.327.6336

#### **Support Resources**

Campus Security- 615.327.6254

Counseling Services and Office of the Chaplain: 615.327.6975

#### **Meharry Medical College Hotline Number: 1.888.695.1534**

Metro Nashville Police- Domestic Violence Unit: 615.880-3000 (8am-10pm) and 615.862.8600 (after 10pm)

Tennessee Domestic Violence Hotline at 1-800-356-6767

YWCA Crisis and Information Line: (615) 242-1199 or toll free 1-800-334-4628.

#### **Sanctions**

Against Students: Disciplinary sanctions for student violations of this policy will be imposed in accordance with the "Student Professional Code of Conduct. Sanctions may include expulsion.

Against Employees: Disciplinary sanctions for employee violations of this policy, which may range from a disciplinary warning to termination from the College, will be imposed in accordance with applicable College policies.

# Office of General Counsel/Compliance

## Gender Based Violence Policy

### Purpose

The policy was created and approved to comply with the requirements of Title IX and the Violence Against Women Act; to define what forms of sexual conduct is prohibited by Meharry Medical College ("MMC"); to set forth the manner in which allegations of sexual misconduct will be addressed by the College; and to provide resources for victims and those accused of sexual misconduct.

### Scope

All Meharry Medical College (MMC) faculty, students and staff.

### Policy Statement

MMC is committed to ensuring that all faculty, students and staff are trained on Title IX, VAWA and the Campus SaVE Act. These federal laws require that Colleges and Universities:

1. report domestic violence, dating violence, sexual violence/assault and stalking, beyond crime categories that the Clery Act already mandates
2. adopt certain student disciplinary procedures, such as notifying purported victims of their rights and
3. adopt certain institutional policies to address and prevent campus violence and to train institutional personnel on how to handle such incidents

### Definitions

Domestic violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse; or a person similarly situated under domestic or family violence law; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws.

Dating violence – is violence committed by a person:

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  1. the length of the relationship
  2. the type of relationship
  3. the frequency of interaction between the people involved in the relationship.

Stalking – means to follow pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate another person; or cause the victim to suffer substantial emotional distress.

Sexual violence – is a continuum of conduct that includes sexual assault and non-forcible sex acts, as well as aiding acts of sexual violence.

Sexual assault – means an actual, attempted or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under State law. Sexual assault includes, but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape”.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching or coercing, forcing or attempting to coerce or force another to touch a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks or breast).
4. Offensive sexual behavior that is directed at another, such as indecent exposure or voyeurism.

### **Procedure**

Any incident of domestic violence, dating violence, sexual violence/assault and stalking may be reported at any time. Victims are strongly encouraged to **promptly report** incidents so that all evidence can be preserved for any potential legal or disciplinary proceedings.

All Meharry faculty, students and staff with a complaint of domestic violence, dating violence, stalking, sexual violence/assault involving a faculty, student or staff person are strongly encouraged to contact Meharry Department of Campus Safety and Security (DCCS) at 615-327-6254. Students can also contact the Student Counseling Services at 615-327-6915.

Complainants are also encouraged to report the incident to law enforcement for the location where the incident occurred. Complainants can call local law enforcement at 615-862-8600 or dial 911 for emergencies. The Domestic Violence Unit can be reached at 615-880-3000.

The DCCS Office will assist with contacting emergency medical personnel, if necessary or requested or provide transportation to a hospital in the event of minor injuries. Assistance will be provided with changing or removing campus directory information and email addresses, if necessary.

### **Parking and Vehicle Registration Policy**

The following regulations apply to all visitors, students, faculty, staff and others who operate motor vehicles on the campus of Meharry Medical College. We solicit your cooperation in adhering to these regulations for the orderly movement of traffic, parking convenience and safety of the entire college community.

#### **A. Registration of Vehicles**

- (1) Any motor vehicle operated on campus by faculty, staff or students must be registered and display a registration decal obtained from the Department of Campus Safety and Security. Visitors must obtain a “visitor” temporary parking permit from the Department of Campus Safety and Security. Construction personnel are allowed to park their company vehicle in the MMC designated “vendor” parking, provided the vehicle(s) is clearly marked with the company logo or sign. Generally, unmarked personal or company vehicles are not allowed to park in “vendor” spaces unless justification has been approved by Campus Safety and Security and a “temporary” parking pass has been issued.
- (2) Vehicle registration for “new hire” faculty and staff must be obtained within three days of employment. Veteran employees’ vehicle registration must be completed no later than the last day of September, annually. Student vehicle registration must be completed no later than the last day of the official registration period.
- (3) Expiration date on vehicle decals for students and tenants living in campus housing is August 31st of each year. Expiration date on vehicle decals for employees is September 30th each year. Employee decals are designed to “cling” to the windshield, which allows the employee to easily remove the decal and use on another registered vehicle. The Department of Campus Safety and Security reserves the right to cancel decals, if deemed necessary.
- (4) Decal is to be affixed to windshield and displayed on the driver’s side at the bottom left corner. In those cases where compliance with the above is not feasible, submit your reasoning to the Chief of Security and Director of Campus Safety and Security for an approved alternative. The permit must be clearly visible through the front windshield when



viewed from outside or the registrant must consult with the Security Dept. for proper placement of the permit. The responsibility of properly displaying the decal rests with the individual.

- (5) Remove expired decal each year.
- (6) Vehicle owners must present the following at registration of vehicle:
  - a. Proof of insurance
  - b. Proof of ownership (on each car to be registered)
  - c. Driver's license
  - d. College ID or stamped registration for students.
- (7) No student or employee will be allowed to register another person's vehicle.
- (8) Report ownership changes; mutilated or defaced decals are to be turned into the Department of Campus Safety and Security.
- (9) Changes in registration fees will be announced at the beginning of each academic year for students and prior to the end of the official registration period for employees.

#### **B. Decal Replacement Fee or Second Decal**

(1) The student parking rate covers one vehicle/one parking space. Students are issued a less expensive decal and may purchase a 2nd at a minimal fee. However, the initial decal must be returned to the Security administrative office before a replacement will be issued. Lost or stolen student decals can be replaced in two ways:

The student may elect to purchase a new decal by paying the full (prorated) cost to cover parking each day for the remainder of the registration period (thru August 31st).

The student may elect to receive a "temporary parking pass" to cover the remainder of the parking cycle (thru August 31st). The "pass" would be required to be displayed on the left side of the dashboard while parked on campus. There will be no extra charge for the "pass"; however the normal "annual fees" would remain in force.

(2) Only one "clinging" vehicle decal will be issued to an employee. Lost or stolen employee decals can be replaced in two ways:

The employee may elect to purchase a new decal by paying the prorated cost to cover parking each day for the remainder of the registration period (thru September 30th). Additionally, the employee would be required to continue paying the original "per pay period" fee or

The employee may elect to receive a "temporary parking pass" to cover the remainder of the parking cycle (thru September 30th). The "pass" would be required to be displayed on the left side of the dashboard while parked on campus. Each of the employee's registered vehicles would be listed on the "pass". There will be no extra charge for the "pass"; however, the normal "per pay period" fees would remain in force.

(3) Employees or residents that fail to move the "clinging" decal from one registered vehicle to another must stop by the Security office and obtain a temporary parking pass before proceeding to the assigned area. Patrol Officers rely on this method to determine who belongs and who doesn't. Failure to comply with this policy will result in ticketing and towing.

(4) Persons wishing to cancel parking assignments may do so by completing the appropriate form and the Security Department will process the request. The student or employee will be required to remove the parking decal from his/her windshield and return it to the Department of Campus Safety and Security.

(5) Reimbursement may be requested of persons on extended leave. Upon request for reimbursement, please remove the decal and return it to the Department of Campus Safety and Security.

### C. General Regulations

- (1) All local and state rules and regulations, directional signs and signals governing the use of motor vehicles shall be observed at all times.
  - (2) The speed limit on campus is 15mph, unless otherwise posted.
  - (3) All vehicles must come to a complete stop at intersections where a stop sign is located.
  - (4) Motorists must give pedestrians the right of way at designated crosswalks.
  - (5) Unnecessary noise from horns and mufflers is prohibited.
  - (6) Loading zones and service zones are reserved exclusively for service vehicles.
  - (7) Motor vehicles must be parked within the marked spaces where provided; not on lines, straddle lines or on curbs.
  - (8) Possession and display of a decal to which one is not entitled is a violation.
  - (9) Transferring a decal from one car to another is authorized by employees, provided the vehicle is registered with Campus Safety and Security. Student decals are not interchangeable.
  - (10) Only registrants of vehicles will be responsible for violations pertaining to the car, regardless of who is operating it and for removing the decal when the vehicle is sold or otherwise disposed of or transferred.
  - (11) Immobilized vehicles will not be left on the campus beyond seven days. Vehicles left on campus beyond the established time will be towed away at owner's expense.
  - (12) Backing into parking spaces with signage mounted on a pole is prohibited.
  - (13) Any vehicle in violation of the college parking regulations is subject to ticketing and towing. The DCSS will immediately ticket and tow unauthorized vehicles from handicapped spaces and fire lanes. If towed, a vehicle can be located by contacting the Department of Campus Safety and Security at 615 327-6254 and can be reclaimed after the towing cost has been paid. A vehicle cannot be towed without receiving a ticket; thus, a ticket fee is associated with each tow. The ticket fee must be addressed within five business days if appealed and paid within 14 business days to avoid additional fees. Three or more violations in a 12-month period may result in a vehicle being towed from campus.
  - (14) **The boot policy is currently not in affect.** The MMC policy to boot a vehicle occurs after three citations of a vehicle where the owner/driver cannot be identified or has been identified as a vehicle owned or driven by a person who is not a student or employee at the college. Chronic violators with a MMC decal are subject to be booted, also. Each citation following also receives a boot. A large warning sticker will be placed on the driver's side window as a notice of the boot and with directions to contact the Department of Campus Safety and Security. The boot fee plus the cost of the original citation and any previous citations that are outstanding must be paid prior to the vehicle boot being removed. Towing fees are paid directly to the towing company.
- (Boot—an immobilizing device that is attached to the wheel of unregistered, unauthorized parking and chronic violations on the Meharry campus. These devices are generally used Monday through Friday, 7:30 a.m. to 5:30 p.m., except on official holidays.)**
- (15) If a person is coming on campus to pick up or service your vehicle, call the Department of Campus Safety and Security and give your name and the person or company's name that is rendering the service.

### D. Penalties and Fines

- (1) The revocation of a parking permit and/or disciplinary action recommended is warranted for the following: using a permit not properly issued, transferring or allowing a permit to be transferred to another vehicle.
- (2) The Department of Campus of Safety and Security is open twenty-four hours per day, seven days a week for information concerning tickets and fines.
- (3) Vehicles improperly parked may be subject to ticketing and towing at any time.
- (4) Vehicles illegally parked in loading zone spaces will be ticketed and towed.
- (5) Vehicles illegally parked in reserved spaces will be ticketed and towed.
- (6) Vehicles illegally parked in fire lanes will be ticketed and towed.

- (7) Violations may be appealed to the Appeals Board within five (5) business days.
- (8) In addition to the imposition of penalties and charges hereby established, the Department of Campus Safety and Security may refer any violator of these regulations/policies to the appropriate administrative official for additional action.

#### **E. Enforcement Hours**

Parking restrictions are in effect twenty-four hours per day, seven days per week.

#### **F. Pedestrians**

- (1) Cross the street at crosswalks only.
- (2) Do not stand in the street and talk to vehicle operators.
- (3) Pedestrians have the right of way at all crosswalks.

#### **G. Traffic and Parking Violations**

Traffic violations warranting a ticket or ticket and tow include, but are not limited to:

- (1) Speeding on campus property
- (2) Vehicle not registered
- (3) Parked outside permitted areas
- (4) Parking in EMERGENCY or ambulance areas
- (5) Parked in crosswalk
- (6) Blocking driveway/access
- (7) Failure to stop at stop sign on campus property
- (8) Reckless driving on campus property
- (9) Illegal use of permit
- (10) Permit not displayed or properly displayed
- (11) Disregarding NO PARKING sign
- (12) Parked in Fire Lane
- (13) Blocking drive, walkways and doors
- (14) Unauthorized parking in handicap space
- (14) Unauthorized parking in loading zone
- (15) Parking on grass
- (16) Parking at a yellow curb
- (17) Obstructing vehicular traffic
- (18) Parking over or beyond curb
- (19) Parking in a space or area not clearly designated for parking
- (20) Parking in area in which permit does not apply
- (21) Parking vehicle that occupies more than one designated parking space
- (22) Parking overtime in a space with limited time permit
- (23) Back into parking spaces with signage mounted on a pole is prohibited
- (24) Double Parking

#### **H. Parking Fine Collection:**

All parking fines are due 14 days after the violation date and are payable at the Meharry Finance Office (located on the fifth floor of the LRC Building) or the Department of Campus Safety and Security (DCSS). Credit cards **cannot** be accepted at the DCSS office.

Parking fines that are not paid on or before midnight on the 14th day will be overdue and the fine will be increased by 50% on the 15th day after the ticket date.

Example: \$10.00 Original Fine

\$ 5.00 (50% penalty of the original fine)

\$ 15.00 Amount due after 14th day, but before the 31st day

Parking fines that are 30 days over-due will double (the original ticket fine plus 50 %) on the 31st day after the ticket date.

Example: \$10.00 Original Fine

\$ 5.00 (50 % penalty of the original fine)

\$ 15.00 Amount due after 14th day, but before the 31st day

       x 2 Double on the 31st day after the ticket date

\$ 30.00 Amount due on the 31st date from the ticket date

Parking fines issued to students that are unpaid before or on the 30th day will have a “hold” placed on their student account until the fines are paid in full. Unpaid parking fines will prevent the issuing of a new decal on the decal’s expiration date. Unpaid parking fines will restrict students from receiving grades, registering for classes, etc. Additionally, unpaid parking fines by students may result in disciplinary action if the parking rules/policies continue to be ignored after the third violation.

Any vehicle ticketed for a third violation with two outstanding tickets that have not been paid or settled, will be ticketed and towed and will not be released until the full debt has been paid or settled by the Chief of Security and Director of Campus Safety.

Fines issued to employees will be deducted from the employee’s paycheck following the 31st day of the ticket date. Unpaid parking fines by employees may also result in disciplinary action if the parking rules/policies continue to be ignored after the third violation.

#### **APPEALS:**

Students, faculty or residents or staff members cited for a parking violation are provided an opportunity to appeal the citation by submitting a written explanation of the circumstances surrounding the issuance of the citation. The original Parking Citation Form (B) must be submitted to the administrative section of the security office within five (5) business days following the issuance of the citation. If desired, appeal form (B) may be found on page 8 of this document and printed in advance or obtained from the DCSS Office. The appeal must include a photocopy of the original citation before it is submitted to the administrative section of the security office. The document will be date stamped, logged and the appellant is provided a copy. The original citation will be date stamped, photocopied and returned.

Appeals submitted after the five (5) business day limit will not be considered (NO EXCEPTIONS). If an appeal is filed within the limit, the overdue start date of the citation will not begin until the appeal has been decided.

The Chief of Security and Director of the DCSS will appoint a five-member board to hear or review all appeals and make a recommendation to the Director. The Director is not bound by the recommendation of the board. The board will consist of two students; one MMC staff employee, one MMC faculty member, one DCSS employee and the chairperson will be the Director of Campus Safety and Security. The board will review all parking citation appeals on the fourth Wednesday of each month (12pm in the Office of the Department of Campus Safety and Security). A decision will be reached on the merits of the submitted written appeal. The appellant is not required to be present but may elect to make a presentation during the review, before a final decision is made.

The Board will conduct weighted voting of the options considered. The option receiving the most votes will be the recommendation of the Board. The appellant will be notified by phone or the internet of the final decision. All decisions of the Board and/or the Chief of Security and Director of the DCSS are final. The Board may consider, but is not limited to the following options:

- Let the citation stand as written along with maximum fines and penalties.
- Let the citation stand as written but consider lesser penalties.
- Modify the violation and issue a new citation or warning.
- Retire the Citation (file the citation and will only come back up if another violation is received within a year of the ticket date)
- Nullify or dismiss the citation.

The Chief of Security or the Board does not have the authority to waive towing fees. Towing fees will have to be negotiated or appealed at the tow company.

## Meharry Medical College Social Media Policy

### **Applicability:**

This policy applies to Meharry Medical College (hereinafter “MMC” or “College”), its participating physicians, clinicians, students, and all College employees, business associates, contractors, and sub-contractors.

Meharry Medical College recognizes the value social media plays in networking and in education; however, improper use can potentially create legal and ethical dilemmas, especially when the online behavior is deemed unprofessional or unlawful. This policy is intended to inform Meharry Medical College workforce, students and business affiliates of the expected social media etiquette and consequences of breaches to protect their personal and professional integrity and MMC’s institutional image and reputation

### **DEFINITIONS:**

**Social Media Platforms:** Technology tools and online spaces that enable users to build, integrate or facilitate community interactions. Examples include but are not limited to Facebook, Twitter, LinkedIn, SnapChat, Instagram, YouTube and Web2, which make available personal views and information to the general public.

**Social media:** Media for social interaction, using highly accessible and scalable communication techniques. Social media uses web-based and mobile technologies to convert communication into interactive dialogue.

**Social networking:** The use of dedicated websites and applications to communicate with others, or to find people with similar interests to one’s own.

PHI: Protected Health Information is any identifiable health information that is used, maintained, stored, or transmitted by a **HIPAA**-covered entity.

### **PROCEDURE:**

#### 1.1 Social Media Guidelines

##### 1.1.1 Personal Responsibilities

Faculty, staff, students and business affiliates are personally responsible for anything they publish online. MMC does not review, edit, censor, or endorse individual posts. All MMC contingents must consider how their posts reflect on them as an individual, and also about how they reflect MMC thus ensuring the College is not shown in a negative light.

#### 1.1.2

MMC supports the use of social media for online communications but urges faculty, staff, students and business affiliates to do so appropriately, exercising sound judgment and common sense. If there is any doubt about the suitability, the content should not be posted. All social media users shall post sensibly and responsibly in accordance with MMC's policy and guidelines. Anything posted that can potentially tarnish MMC's image will ultimately be the responsibility of the individual.

1.1.3 When participating in online discussion forums/blogs/Facebook etc., related directly or indirectly to MMC, in the delivery of a subject, a disclaimer should be used to ensure that persons covered by this policy understand that the forum/blog etc. is not monitored on a full-time basis.

An example of a disclaimer is:

*The views and opinions included in this post belong to their author and do not necessarily mirror the views and opinions of Meharry Medical College. All members affiliated directly or indirectly with Meharry Medical College are obliged not to make any defamatory clauses, infringe, or authorize infringement of any legal right. Therefore, the Meharry Medical College will not take any liability for such statements included in emails, post, blogs, etc. In case of any damages or other liabilities arising, the individual making the statement(s) is fully*

1.1.4 MMC prohibits sharing of Protected Health Information ("PHI") or sensitive

electronic information on personal or professional social media sites. The posting of PHI is only permitted on MMC sponsored social media sites with management approval and prior properly executed patient authorization following MMC policies for "Photographing/Videotaping/Audiotaping of Patients" and "Authorization for Use and Disclosure of Protected Health Information." For questions on authorization on posting PHI, contact MMC Compliance Office (615.327.6780).

## 2. Transparency

All persons covered by this policy must not suggest that they speak on behalf of MMC in blogs or personal webpages if they have not specifically been given that responsibility by the Marketing and Communication department. If referencing MMC,

a visible and clear disclaimer shall be posted to make it evident that they are sharing personal views and not those of MMC.

Meharry Medical College must not be used in personal social media account names, nor shall the Meharry Medical College logo be used in social media sites, without prior written approval from the Marketing and Communication department. This potentially creates legal risk for individuals and the College.

### **3. Privacies and Copyright**

3.1 All persons covered by this policy should protect their own privacy by not divulging personal facts or information that may compromise personal and professional privacy.

3.2 Faculty and Students should not discuss their clinical/placement/internship activities online if it has the potential to directly or indirectly identify or harm their patients and/or clients.

3.3 Confidential information about a student or other staff or faculty member should not be disclosed.

3.4 The intellectual property of others should be respected.

3.5 Students should exercise caution when they create online study groups. The materials contained within must have proper attribution and follow applicable copyright laws. Documents of exams or quizzes not approved by the respective faculty members for sharing may result in sanctions up to and including dismissal from the College.

### **4. Professionalism**

4.1 MMC requires that all individuals covered by this policy work together to maintain a professional environment. In particular, be sensitive to cultural issues associated with indigenous and religious groups such as customs related to deceased people. Exercise caution on sensitive topics that could cause offense.

4.2 Proven instances of policy violation will be deemed as misconduct and disciplinary actions may include up to and including dismissal/termination.

4.3 Faculty, staff and students must refrain from posting to social media any language (text or audio) or images which portray or can be interpreted to portray or promote the following: Illegal activities, intoxication, harassment, profanity, obscenity, pornography, perceived sexual pictures, abuse to people or animals, defamatory or libelous matter, threats, infringement of intellectual property rights, invasion of privacy and hate. Also prohibited is discrimination on the basis of protected classes.

4.3.1 Images of the deceased (e.g. cadaveric specimens, prosecuted specimens) or images of clinical work performed, without prior patient consent, should not be posted on the Internet.

4.3.2 Students should respect their commitment to learning and should not use practical placement time for personal social networking. Such acts of unprofessionalism, if deemed problematic by the College, may result in disciplinary action.



4.3.3 It is important to adhere to the College's values and institutional policies. This Policy does not supersede other existing policies including, but not limited to the Student Code of Professional Conduct and the College's Code of Conduct, and students, faculty and staff should continue to abide by those.

#### **5. Establishing boundaries between professional and personal lives**

Online personal and business personas are likely to intersect. The College respects the free speech rights of all, but staff, faculty and students must remember that the community, colleagues, and others may have access to the online content they post. Be aware that Meharry staff may monitor social networking sites on occasion and egregious unprofessional postings could lead to disciplinary actions.

5.1 All persons covered under this policy should be aware that personal networking on social media sites could blur the student-faculty/staff relationship. It is advised that staff and faculty refrain from accepting or soliciting request from/to current students on their social media.

5.2 Students should not accept personal networking requests (i.e. Facebook) from their patients/clients. Similarly, students should not send personal networking requests to their patients/clients. These types of relationships can blur professional patient/client boundaries. Students should communicate electronically with their patients/clients through mechanisms provided by the College that use encryption and password protection to ensure confidentiality.

5.3 The College recognizes that most individuals use some form of social media, and advises that these applications be used with caution when the affiliation with the College is mentioned or can be inferred as postings shall be subject to this Policy.

5.4 The growing practice of using home computers, smartphones, iPad, tablets, and other portable devices for work-related purposes may increase the risk of confidential information being lost, stolen or inadvertently shared. The College community should ensure that work-related content is password protected when using technology devices for both work and personal purposes.

#### **6. Breach of Policy**

6.1 Non-compliance with this Policy will constitute misconduct, which may result in disciplinary action, including a verbal or written warning, or in serious cases, termination of employment or dismissal from the College.

6.2 As an academic health science center, students and faculty are held to a higher standard of professionalism. In addition to disciplinary action from the College, they may face disciplinary action from the professional society (if a member).

# Meharry Medical College Student Mistreatment Policy

**Applicability:** All Meharry Medical College Faculty, Staff and Students

Approved by: The Office of the President

## **PURPOSE:**

The purpose of this policy is to:

- Define mistreatment
- Provide mechanisms and procedures to report
- Explain the resolution process

## **POLICY STATEMENT:**

Meharry Medical College is committed to providing and maintaining a positive learning environment that reflects the highest standards of professional conduct. The College believes that teaching and learning should take place in a climate of mutual respect where students are evaluated based on ability and academic performance. To that end, mistreatment of students will not be tolerated. It is the College's goal that this policy will help promote a positive environment for teaching and learning and affirm the importance of civility and respect for others.

## **DEFINITIONS:**

### ***Mistreatment Against Students***

MMC defines mistreatment as any behavior, intentional or otherwise, which shows disrespect for the dignity of students, is exploitative of students, and/or which adversely impacts the quality of students' college experience in either the academic or non-academic arenas. It may also take the form of sexual harassment, psychological cruelty, physical punishment, or discrimination based on race, color, national origin, physical or mental disability, veteran status, religion, ethnicity, sex, age, genetic information, citizenship, or sexual orientation.

*Specific examples of mistreatment include (but are not limited to):*

- Being spoken to in a sarcastic or insulting manner
- Being intentionally neglected or left out of the communications
- Being given excessive additional work assignments which are incongruent with validated work assignments given to other students or program requirements
- Being subjected to offensive remarks or names
- Being belittled or humiliated
- Being required to perform personal services (i.e. babysitting, shopping)

While constructive criticism is appropriate in certain circumstances in the teaching and learning environment, it should be handled in such a way as to promote learning, avoiding purposeful humiliation. Feedback that contains negative elements is more useful when delivered in a private setting that fosters discussion and behavior modification. All feedback shall focus on behavior rather than personal characteristics and should avoid labeling.

### ***Progressive Discipline***

MMC defines progressive discipline as a process or method that attempts to address and correct an individual's work performance or inappropriate workplace behavior by providing clear and constructive feedback through a series of increasingly formal steps.

#### **PROCEDURE:**

##### **Procedures for Reporting Mistreatment**

Mistreatment complaints are sensitive in nature and the perceived power differential can dissuade students. Therefore, multiple avenues must be provided for direct and anonymous reporting of mistreatment or a negative learning environment. The Institution must be able to assure reporters they will be protected from retaliation when making truthful reports of mistreatment, even when their identity must be disclosed. This responsible, confidential reporting is a professional obligation on the part of reporters as members of the MMC educational community.

##### ***Standards of Professional Conduct-Reporting Structure***

For incidents occurring within the learning environment (i.e. clinical settings, research, classroom settings) students can confidentially report concerns about mistreatment to the Dean of Student Affairs in their respective Schools. For incidents occurring outside of the learning environment students can confidentially report concerns about mistreatment to the Senior Vice President of Student Affairs. Residents are encouraged to report incidents of mistreatment to the Director of Residency Training or Human Resources. Formal complaint processes include, with the consent of the reporter, mediation with attempt at resolution, which may involve contacting the Department Chair, Program Director or Administrator or referral to the Office of Compliance and General Counsel.

##### ***Other Communication Avenues***

Students are encouraged to report learning environment concerns during the completion of course evaluations and clerkships, if applicable, at the end of each course. These anonymous evaluations are available for review by the course and clerkship directors, departmental chairs, deans and the designated institutional officials (DIOs) for Graduate Medical Education (GME).

##### **Confidentiality and Protection from Retaliation**

Every effort will be made to protect alleged victims of mistreatment from retaliation if they seek redress. Although it is impossible to guarantee freedom from retaliation, it is possible to take steps to try to prevent it and to set up a process for responding to it. To help prevent retaliation, those who are accused of mistreatment will be informed that retaliation is regarded as a form of mistreatment. Accusations that retaliation has occurred will be handled in the same manner as accusations concerning other forms of mistreatment.

##### **Sanctions**

Individuals covered under the policy may be subject to disciplinary sanctions for proven violations. The college adheres to a practice of progressive discipline, depending on the nature of the transaction. Although not an exhausted list, sanctions can include written reprimand, suspension or termination based on the offense and frequency of behavior.

##### **Steps of Progressive Discipline Sanctions**

###### ***Step 1: Counseling and verbal warning***

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing conduct. The supervisor should discuss with the employee the nature of the problem or the violation of College's policy. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the

problem. Within five business days, the supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

***Step 2: Written warning***

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences. The immediate supervisor and HR or a representative from Faculty Affairs, if appropriate, will meet with the employee to review any additional incidents or information about the conduct as well as any prior relevant corrective action plans. The parties will outline the consequences for the employee of his or her continued failure to meet conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

***Step 3: Suspension and final written warning***

Some conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the faculty member or employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation. Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and HR. Depending on the seriousness of the infraction, the employee or faculty member may be suspended without pay in full day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension.

In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR and/or Faculty Affairs, if appropriate, will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status or the Appointment, Promotion & Tenure (APT) process. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

***Step 4: Recommendation for termination of employment***

If found that the student mistreatment charge rises to the level of student endangerment by any employee of the College, the College reserves the right to terminate the employee immediately.

Meharry Medical College

# Appendix

